

STATE PERSONNEL BOARD AGENDA



NOVEMBER 18, 2008

SACRAMENTO, CA



MEMORANDUM

DATE: November 6, 2008

TO: ALL INTERESTED PARTIES

FROM: STATE PERSONNEL BOARD – Executive Office

SUBJECT: Notice and Agenda for the November 18, 2008, Meeting of the State Personnel Board

PLEASE TAKE NOTICE that on November 18, 2008, at the offices of the California State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, the State Personnel Board will hold its regularly scheduled meeting.

The attached Agenda provides a brief description of each item to be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in open sessions are open to those interested in attending. Interested members of the public who wish to address the Board on an open session item may request the opportunity to do so.

Should you have questions or wish to obtain a copy of any materials related to items considered in the open sessions, please visit the SPB website at www.spb.ca.gov or contact staff in the Secretariat's Office via mail at State Personnel Board, 801 Capitol Mall, Room 570, Sacramento, California 95814 or by calling (916) 653-1028.

Secretariat's Office

Attachment



BOARD MEETING – NOVEMBER 18, 2008 ¹

**10:00 a.m. – 12:00 p.m.
(Or upon completion of business)**

ALL TIMES ARE APPROXIMATE

Public and Closed Session Location

801 Capitol Mall, Room 150
Sacramento, CA 95814

¹ Sign Language Interpreter will be provided for Board Meeting upon request – contact Secretariat at (916) 653-1028.

OPEN SESSION OF THE STATE PERSONNEL BOARD

10:00 a.m.

1. **ROLL CALL**
2. **REPORT OF THE EXECUTIVE OFFICER**
- Suzanne M. Ambrose
3. **REPORT OF THE ACTING CHIEF COUNSEL**
- Bruce Monfross
4. **REPORT ON LEGISLATION**
- Jan Boel
5. **DISCUSSION OF UPCOMING BOARD MEETING SCHEDULED FOR DECEMBER 2, 2008, IN SAN FRANCISCO, CALIFORNIA.**
6. **NEW BUSINESS**
Items may be raised by Board Members for scheduling and discussion for future meetings.
7. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

10:10 a.m.

CLOSED SESSION OF THE STATE PERSONNEL BOARD

8. **EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS**
Deliberations to consider matters submitted at prior hearing.
[Government Code Sections 11126(c)(3), 18653(3)]
9. **DELIBERATION ON NON-EVIDENTIARY CASES AND ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES**
Deliberations on proposed, rejected, remanded, and submitted decisions, petitions for rehearing, and other matters related to cases heard by Administrative Law Judges of the State Personnel Board or by the Board itself.
[Government Code sections 11126(c)(3), 18653]
10. **PENDING LITIGATION**
Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial.
[Government Code sections 11126(e)(1), 18653.]

California Highway Patrol, et al. v. State Personnel Board, et al.
Sacramento Superior Court
Case No. 34-2008-00002G14-CU-WM-GDS

California Department Corrections and Rehabilitation, et al. v. State Personnel Board, et al.
Sacramento Superior Court
Case No. 34-2007-00883875-CU-WM-GDS

Patrick McCollum v. State of California
United States District Court, Northern District of California
Case No. C 04-03339 CRB

Plata, et al. v. Schwarzenegger, et al.
Case No. C01-1351 TEH

Yvonne Walker, Service Employees International Union, Local 1000 v. Arnold Schwarzenegger, et al., Sacramento Superior Court Case No. 34-2008-40000001-CU-PT-GDS

11. **RECOMMENDATIONS TO THE LEGISLATURE**
Deliberations on recommendations to the Legislature.
[Government Code section 18653]
12. **RECOMMENDATIONS TO THE GOVERNOR**
Deliberations on recommendations to the Governor.
[Government Code section 18653]
13. **EMPLOYEE PERSONNEL MATTER**
Discussion concerning the appointment and employment of Chief Counsel candidates. [Government Code section 11126(a)(1)]

10:30 a.m.

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

BOARD ACTIONS:

14. **RESOLUTION EXTENDING TIME PURSUANT TO GOVERNMENT CODE SECTION 18671.1**
15. **SUBMITTED ITEMS**
These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting.

A. CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION'S PROPOSED ESTABLISHMENT OF NEW CLASS, MENTAL HEALTH THERAPIST

Department of Corrections and Rehabilitation proposed the establishment of a new class, Mental Health Therapist, Correctional Facility, with a twelve month probationary period and designation of the class as sensitive under State Personnel Board Rule 213 for the purpose of pre-employment drug testing.

B. STATE EMPLOYEE MEDIATION PROGRAM HEARING

SPB Staff presented different options for administering the State Employee Mediation Program in light of resource limitations. Interested parties were invited to comment. Staff will meet with Stakeholders to obtain additional input and report back to the Board.

C. PERSONAL SERVICES CONTRACT 08-10

Appeal by the Department of General Services from the Executive Officer's May 19, 2008, Decision disapproving a Personal Services Contract for Information Technology Services.

D. INFORMATIONAL HEARING – RECEIVER'S REQUEST FOR DELEGATION AND MODIFICATION TO PROCESSES

The Receiver's Office requested the Board delegate several classification functions to the Receiver's Office, subject to Board audit, and requested the Board approve revised procedures for reviewing examination and classification requests submitted by the Receiver's Office.

E. INFORMATIONAL HEARING – CAREER EXECUTIVE ASSIGNMENT (CEA)

A public hearing was conducted to provide interested parties an opportunity to address the Board concerning whether the Board should promulgate regulations that address the following issues:

1. Should CEA be defined as a single classification or separate classifications based on pay band?
2. Should an examination be required for CEA realignments "in place"?
3. Should an examination be required to transfer an incumbent CEA to a different CEA position at a higher level regardless of the appointing authority?

F. HEARING – CAREER EXECUTIVE ASSIGNMENT (CEA) PROCESS CHANGES

The CEA Task Force recommended to the Board full implementation of the changes to the process used to allocate positions to the CEA category that were piloted with a limited number of state departments since May 2008. Interested parties provided input to the Board before it makes a decision on the Task Force's recommendation.

G. LIMITED THREE-RANKS PILOT PROJECT: REQUEST TO ADD A CLASS TO THE PILOT PROJECT

- Michael Davis, HR MOD Representative
- Department of Education Representative

The Department of Education requested the addition of the class of Education Program Consultant to the Limited Three-Ranks Pilot Project. Interested parties provided information to the Board before it makes a decision on the request.

16. EVIDENTIARY CASES

A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting.

(1) CASE NO. 06-2706PA

Appeal from dismissal

Classification: Correctional Sergeant

Department: Department of Corrections and Rehabilitation

Petition for rehearing granted April 7, 2008.

Transcript prepared.

Oral argument set for August 8, 2008, Sacramento.

Oral argument continued.

Oral argument set for October 3, 2008, Sacramento.

Oral argument continued.

Oral argument heard November 3, 2008, Sacramento.

Case ready for decision by FULL Board.

(2) CASE NO. 04-1782A

Appeal from constructive medical suspension

Classification: Correctional Counselor I

Department: Department of Corrections and Rehabilitation

Proposed decision rejected June 24, 2008.

Transcripts prepared.

Oral argument heard October 3, 2008, Sacramento.

Case ready for decision by FULL Board.

(3) CASE NO. 06-2737PA

Appeal from dismissal

Classification: Correctional Sergeant

Department: Department of Corrections and Rehabilitation

Petition for rehearing granted April 22, 2008.

Transcripts prepared.

Oral argument set for August 8, 2008, Sacramento.

Oral argument continued.

Oral argument set for October 3, 2008, Sacramento.

Oral argument continued.

Oral argument heard November 3, 2008, Sacramento.

Case ready for decision by FULL Board.

B. ORAL ARGUMENTS

These cases will be argued at this meeting or will be considered by the Board in closed session based on written arguments submitted by the parties.

NONE

C. CHIEF COUNSEL RESOLUTIONS, REMANDS, STIPULATIONS, OTHER

(1) CASE NO. 06-0014

Appeal from dismissal

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

D. ADMINISTRATIVE LAW JUDGES' PROPOSED DECISIONS

The Board Administrative Law Judges (ALJ) conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

PROPOSED DECISIONS AFTER HEARING

These are ALJ proposed decisions submitted to the Board for the first time.

- (1) **CASE NO. 08-0346**
Appeal from dismissal
Classification: Spray Specialist
Department: California State University, San Bernardino
- (2) **CASE NO. 06-1937**
Appeal from dismissal
Classification: Reentry Program Instructor
Department: Department of Corrections and Rehabilitation
- (3) **CASE NO. 07-1634**
Appeal from ten percent reduction in salary for 18 months
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (4) **CASE NO. 07-0490E**
Appeal for discrimination complaint
Classification: Correctional Officer (candidate)
Department: Department of Corrections and Rehabilitation
- (5) **CASE NO. 07-3389**
Appeal from five percent reduction in salary for 12 months
Classification: Parole Agent I
Department: Department of Corrections and Rehabilitation

PROPOSED DECISIONS AFTER BOARD REMAND

NONE

PROPOSED DECISIONS AFTER SPB ARBITRATION

NONE

ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

E. PETITIONS FOR REHEARING

- (1) **CASE NO. 07-5860NP**
Appeal for merit issue complaint
Classification: Labor Relations Manager I
Department: Department of Health Services

F. PENDING BOARD REVIEW

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

- (1) **CASE NO. 07-3421PA**
Appeal from dismissal
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Petition for rehearing granted October 21, 2008.
Pending transcript.
- (2) **CASE NO. 05-4338EA & 05-4339A**
Appeal from denial of reasonable accommodation and constructive medical termination
Classification: Registered Nurse
Department: Department of Corrections and Rehabilitation
Proposed decision rejected September 23, 2008.
Transcripts prepared.
Oral argument set for December 2, 2008, San Francisco.
- (3) **CASE NO. 08-0440A**
Appeal from dismissal
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation
Petition for rehearing granted October 21, 2008.
Pending transcript.
- (4) **CASE NO. 07-1749PA**
Appeal from automatic resignation
Classification: Youth Correctional Officer (Permanent-Intermittent)
Department: Department of Corrections and Rehabilitation
Petition for rehearing granted October 21, 2008.
Pending transcript.

- (5) **CASE NO. 07-3873PA**
Appeal from dismissal
Classification: Correctional Lieutenant
Department: Department of Corrections and Rehabilitation
Petition for rehearing granted October 21, 2008.
Pending transcript.

17. NON-EVIDENTIARY CASES

A. WITHHOLD APPEALS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

WITHHOLD FROM CERTIFICATION
CASES NOT HEARD BY A STAFF HEARING OFFICER

- (1) **CASE NO. 07-2392N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; negative employment history.
- (2) **CASE NO. 07-1268N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; a Failure to Appear within one year and negative driving history.
- (3) **CASE NO. 07-3253N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; omission of pertinent information.
- (4) **CASE NO. 06-3029N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; omission of pertinent information and a negative driving history.

- (5) CASE NO. 07-4171N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; hard drug use within five years of application.
- (6) CASE NO. 07-5135N**
Classification: Public Safety Dispatcher II
Department: California Highway Patrol
Issue: Suitability; omitting pertinent information, negative financial record and illegal drug use.
- (7) CASE NO. 07-6035N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; omission of pertinent information.
- (8) CASE NO. 07-4543N**
Classification: Youth Correctional Counselor
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; omitting pertinent information.
- (9) CASE NO. 07-4301N**
Classification: Youth Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; hard drug use within five years of application.
- (10) CASE NO. 07-4186N**
Classification: Youth Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; omitting pertinent information.
- (11) CASE NO. 07-3942N**
Classification: Associate Information Systems Analyst
Department: Victim Compensation and Government Claims Board
Issue: Suitability; Appellant does not meet the minimum qualifications to participate in the exam process.

- (12) **CASE NO. 07-4598N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; firearm prohibition.
- (13) **CASE NO. 07-3251N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; omitting pertinent information and negative law enforcement contacts.
- (14) **CASE NO. 07-5938N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; negative employment history.
- (15) **CASE NO. 07-4632N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; failure to respond in a timely manner.

B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

CASES HEARD BY A STAFF HEARING OFFICER

- (1) **CASE NO. 07-0303N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (2) **CASE NO. 06-4629N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation

- (3) **CASE NO. 06-1707N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (4) **CASE NO. 07-0430N**
Classification: Cadet, CHP
Department: California Highway Patrol
- (5) **CASE NO. 06-4478N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (6) **CASE NO. 06-4430N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (7) **CASE NO. 07-1839N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (8) **CASE NO. 06-1408N**
Classification: Cadet, CHP
Department: California Highway Patrol
- (9) **CASE NO. 07-2103N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation

DISMISSED CASES

- (1) **CASE NO. 07-5601N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation

**C. EXAMINATION APPEALS, MINIMUM QUALIFICATIONS, MERIT
ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

NONE

**D. RULE 211 APPEALS, RULE 212 OUT OF CLASS APPEALS,
VOIDED APPOINTMENT APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

RULE 211

NONE

RULE 212

NONE

VOIDED APPOINTMENT

(1) CASE NO. 07-0447N

Classification: Associate Programmer Analyst (Spec)

Department: California Highway Patrol

**E. REQUEST TO FILE CHARGES CASES, PETITION FOR
REHEARING**

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

REQUEST TO FILE CHARGES CASES

(1) CASE NO. 07-5437N

Classification: Microfilm Technician II

Department: Secretary of State

Issue: The charging party requests to file charges for violations of various subsections of Government Code section 19572.

18. NON-HEARING AGENDA

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing. Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII of the California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend that the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

(1) DEPUTY LABOR RELATIONS COMMISSIONER I, II, III, AND IV

The Department of Industrial Relations proposes to revise the minimum qualifications of the existing classes of Deputy Labor Relations Commissioner I, II, III, and IV.

B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.

THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD proposes to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

<u>Title</u>	<u>Class Code</u>
• State Park Peace Officer Supervisor IV (Lifeguard)	1044
• Area Supervisor I, Office Machine Repair Service	6811
• Area Supervisor II, Office Machine Repair Service	6942
• Program Administrator, Office Machine Repair Service	6903
• Patient Benefit and Insurance Officer IV	8664
• Senior Signal and Train Control Inspector	3948
• Senior Small Business Officer	5494
• Health Planning Manager I	4665
• Chief, Health and Safety, Department of Health	3915
• Deputy Director, Health Programs, C.E.A.	7611
• Assistant Program Chief, Administrative, Department of Health Services	8349
• Supervising Transportation Rate Expert	4519
• Budget Officer, Department of Water Resources	4550

19. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions. The first section lists position actions that have been proposed and are currently under consideration. Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Consulting Services Division of the State Personnel Board, and the department proposing the action. To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication. In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and the State Personnel Board approves it, the action becomes effective without further action by the Board. The second section of this portion of the Agenda

reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION

(1) SENIOR VICE PRESIDENT OF MARKETING

The California State Compensation Insurance Fund proposes to allocate the above position to the CEA category. This position will be the State Fund's chief marketing policymaker, responsible for policy formulation and will provide program management oversight to execute a comprehensive and coordinated marketing plan in alignment with the State Fund's mission.

(2) ASSISTANT DEPUTY DIRECTOR OF OPERATIONS

The California Lottery proposes to redirect a current CEA allocation to the above proposed position. This position will be responsible for policy development related to all aspects of procurement, facilities management, project management, and business services. In addition, the position will be responsible for the development and implementation of a long-term statewide facilities program for Lottery properties.

(3) DIRECTOR, HUMAN RESOURCES

The California Department of Corrections and Rehabilitation, Plata Medical Services, proposes to allocate the above position to the CEA category. This position will provide executive leadership and management, policy formulation, guidance, consultation, oversight, administration, technical assistance, and interpretation of administrative standards, laws, rules, and regulations. This position also has full responsibility and accountability for the overall planning, organization, direction, and executive management of all human resources functions of the Office of the Receiver.

(4) SPECIAL ASSISTANT TO THE SECRETARY

The California Department of Corrections and Rehabilitation proposes to allocate the above position to the CEA category. This position will provide direct high-level expertise and assistance to the Secretary, CDCR, on all policy matters critical to the administration of departmental programs. This position will also evaluate the

impact of policies that cross program responsibilities throughout the Department to ensure consistency with departmental goals and objectives.

(5) CHIEF, MEDI-CAL DENTAL SERVICES DIVISION

The Department of Health Care Services proposes to allocate the above position to the CEA category. The Chief, Medi-Cal Dental Services Division, will serve as the principal policymaker and key point of contact, both internally and externally, for the division. This position will also be responsible for the development, implementation, and interpretation of program policy, and will ensure policies are consistent with state and federal guidelines, regulations, and other mandates.

(6) CHIEF, FISCAL INTERMEDIARY AND CONTRACTS OVERSIGHT DIVISION

The Department of Health Care Services proposes changes to the above-existing CEA allocation. The Chief, Fiscal Intermediary and Contracts Oversight Division, will be responsible for ensuring that departmental policies, activities, policy interpretation and implementation processes are consistent with state and federal guidelines, regulations, and other mandates. This position will be responsible for the development and implementation of program policies related to the unique functions of the Medi-Cal Program, and will establish division policies for performance standards and requirements, quality monitoring, fiscal integrity, and contract compliance.

(7) CHIEF, CASE RECORDS SERVICES

The California Department of Corrections and Rehabilitation proposes to reactivate the above CEA allocation. The Chief, Case Records Services will be responsible for policy development and implementation to ensure a uniform statewide departmental Case Records System. This position will also be responsible for the accurate interpretation of laws, administrative standards, and court decisions related to the processing, control, and maintenance of parolee/inmate case records.

**B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS
TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS**

**(1) CHIEF, WOMEN, INFANTS AND CHILDREN (WIC)
NUTRITION DIVISION**

The California Department of Public Health's request to allocate the above position has been approved effective October 21, 2008.

(2) CHIEF, COMPLIANCE REVIEW DIVISION

The Employment Development Department's request to abolish the above position has been approved effective October 21, 2008.

(3) CHIEF, AUDIT AND EVALUATION DIVISION

The Employment Development Department's request to revise the above position has been approved effective October 21, 2008.

ADJOURNMENT

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASSIFICATION AND COMPENSATION DIVISION

1515 "S" STREET, NORTH BUILDING, SUITE 400

SACRAMENTO, CA 95814-7243



DATE: November 18, 2008

TO: STATE PERSONNEL BOARD

FROM: DANIEL TOKUNAGA
Department of Personnel Administration

REVIEWED BY: BELINDA COLLINS
Department of Personnel Administration

SUBJECT: The Department of Industrial Relations requests and staff concurs that the MINIMUM QUALIFICATIONS for the classes of DEPUTY LABOR RELATIONS COMMISSIONER I, II, III, and IV be revised.

SUMMARY OF ISSUES:

The Department of Industrial Relations is requesting changes to the minimum qualifications of the above-cited classes in order to improve and expand the candidate pool. Minor updates and clarifications to the series specification including updates to the class of Assistant Chief, Division of Labor Standards Enforcement are also made.

CONSULTED WITH:

Ann Rose, Classification Manager, Department of Industrial Relations
Pat Chestnut, Personnel Officer, Department of Industrial Relations
Jackie Sanders, Labor Relations Officer, Department of Personnel Administration
Kit Syn, Executive Director, California Attorneys, Administrative Law Judges and Hearing Officers in State Employment

In accordance with the terms of the DPA/ California Attorneys, Administrative Law Judges and Hearing Officers in State Employment contract, the Department of Personnel Administration has notified the union in writing of this proposal.

CLASSIFICATION CONSIDERATIONS:

See Attached.

RECOMMENDATIONS:

That the proposed revised specification for the classes of Deputy Labor Relations Commissioner I, II, III, and IV and Assistant Chief, Division of Labor Standards Enforcement appearing in the consolidated Labor Standards enforcement series specification shown in the current calendar be adopted.

B. CLASSIFICATION CONSIDERATIONS

Instructions: Complete only if Concept (Part A) approved by DPA. Include headings (Background, Classification Considerations, etc.) if using additional paper. Only complete applicable questions (i.e., provide enough information to support the proposal). Respond to each of these questions and return with signed-off transmittal to your DPA and SPB Analysts.

BACKGROUND

1. Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.

The Division of Labor Standards Enforcement in the Department of Industrial Relations enforces State labor laws not under the jurisdiction of other governmental authorities. The Division also enforces orders of the Industrial Welfare Commission. Positions in the classes in the Deputy Labor Commissioner series conduct and direct investigations and hold investigatory hearings to determine compliance with, and to resolve disputes arising under State labor laws and Industrial Welfare Commission orders. Incumbents assess and collect civil penalties and initiate civil or criminal actions as necessary. Positions in higher level classes in the series have supervisory and management responsibilities over staff and programs of the Division of Labor Standards Enforcement.

In February 2003, Department of Industrial Relations (DIR) completed a Classification Study for Deputy Labor Commissioner I and Deputy Labor Commissioner II in the Division of Labor Standards Enforcement (DLSE). This study identified a problem in promoting Deputy Labor Commissioner I's with superior program knowledge in specialized programs to the Deputy Labor Commissioner II, or Hearing Officer, class. The study proposed two separate DLC II classifications with separate testing and recruitment. However, DLSE chose to address the problem by providing additional training that would allow Deputy Labor Commissioner I's with special program knowledge to gain entry to the Deputy Labor Commissioner II class.

In December 2004, DIR completed a Job Analysis for Deputy Labor Commissioner I (DLC I). The analysis identified knowledge/skill/abilities (KSAs) appropriate for all of the DLC I assignments in DLSE. The analysis determined which KSAs are essential and needed upon entry to the job as opposed to being developed during training or job experience. In measuring the relationship between possession of a KSA and overall satisfactory job performance, the analysis showed that knowledge of state labor laws and DLSE enforcement policies and procedures are not essential upon entry for overall satisfactory job performance as a DLC I.

While the December 2004 Job Analysis has allowed DLSE to improve its selection plan and selection procedures, there remains significant difficulty in recruiting candidates that meet the DLC I Minimum Qualifications. The current Minimum Qualifications for DLC I, require general work experience in labor relations or in the investigation and settlement of complaints regarding violation of State or Federal labor laws or regulations. However, many candidates do not possess the requisite experience enforcing state or federal labor laws. Attached for review is a Hiring Data Report for DLC I exams conducted since February, 2000. These hiring statistics show that out of 848 applications received only 278 (32.8%) meet the Minimum Qualification for the class.

In order to improve recruitment, DLSE requests to broaden the DLC I Minimum Qualifications to allow individuals with experience enforcing laws not limited to State or Federal labor laws, and individuals with private sector labor/management and investigative experience entrance into the DLC I examination. In addition, in an effort to increase the DLC I candidate base, DLSE requests to reduce the number of years of experience necessary to meet the open pattern Minimum Qualifications for entry into the DLC I examination.

B. CLASSIFICATION CONSIDERATIONS

2. What classification(s) does the subject class(es) report to?

Deputy Labor Commissioners I and II report to Senior Deputies at the Deputy Labor Commissioner III level, who report to Regional Managers at the Deputy Labor Commissioner IV level, who report to the Assistant Chief level in the Division of Labor Standards Enforcement. The Assistant Chiefs report to both the Deputy Chief and the State Labor Commissioner (a Governor's Appointee) who are under the Office of the Director appointing authority within the Department of Industrial Relations.

3. Will the subject class(es) supervise? If so, what class(es)?

Deputy Labor Commissioners III and IV are both supervisory classes. Incumbents supervise professionals in the classes of Deputy Labor Commissioner I and II.

4. What are the specific duties of the subject class(es)?

The DLC I is a full journey level class in the DLC series used throughout DLSE (wage claim offices, bureau of field enforcement, public works units, licensing and registration units, and retaliation and complaint investigations units). A DLC I processes wage claims, gathers facts, holds conferences, analyzes information, makes appropriate decisions; plans and conducts field investigations, including interviews, inspections, and payroll audits. The DLC II is a full journey level class in the DLC series that specializes in holding investigatory hearings on claims for wages and benefits and other issues involving violations of various labor laws and regulations, including various discrimination complaints and appeals from citations assessing civil penalties for violation of various labor code sections. The DLC III is the first supervisory class in the DLC series. In addition to performing the DLC I and DLC II duties, the DLC III has supervisory and management responsibilities over staff and programs of the Division of Labor Standards Enforcement.

5. What is the decision-making responsibility of the subject class(es)?

Incumbents in the DLC I and DLC II classes conduct investigations, hearings and conferences independently, and determine the extent of compliance with, and resolve disputes arising under, State labor laws and Industrial Welfare Commission orders. DLC II's or Hearing Officers make decisions deemed to be final orders of the Labor Commissioner that are entered as judgments in court. In addition to performing the DLC I and DLC II duties, the DLC III has supervisory and management responsibilities over staff and programs of the Division of Labor Standards Enforcement. A DLC III plans and organizes, directs and coordinates the work of a district office, and determines the need for, recommends and justifies new positions.

6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

The consequences of error would be the inconsistent enforcement of State labor laws and Industrial Welfare Commission orders affecting the wages, hours, employment terms and conditions of employees throughout the State.

7. What are the analytical requirements expected of incumbents in the subject class(es)?

Incumbents must be able to determine what information and evidence is needed to conduct investigations and hearings, to assess the reliability and relevance of such information and evidence and to draw logical conclusions to determine whether there has been one or more violations of labor law and/or Industrial Welfare Commission rules. Furthermore, incumbents must determine civil penalties, whether to file civil or criminal actions, and what evidence will be required to support such actions.

B. CLASSIFICATION CONSIDERATIONS

8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make?

For purposes of gathering information and evidence and hearing testimony, incumbents would regularly be in contact with employees with varying levels of sophistication, labor representatives, management representatives and attorneys representing both labor and management interests.

NEED FOR NEW CLASS (if necessary)

9. For New classes only: what existing classes were considered and why were they not appropriate?

Not Applicable.

MINIMUM QUALIFICATIONS

10. What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside experience patterns.)

The current and proposed Minimum Qualifications are shown in strike out and bold on the proposed revised series specification attachment to this form. The proposed changes are necessary to allow consideration of more applicants from outside the department, whose labor/management and investigative/dispute resolution experience would broaden the perspective of the staff and benefit the investigatory and formal hearing responsibilities of the program. The changes include:

- Expanding the types of investigative and complaint settlement experience that will qualify applicants for admission to examinations. The current MQ limiting such experience to that acquired in connection with labor laws and regulations precludes the department from considering individuals who have acquired strong investigative skills that are transferable to the labor law setting from experience in other disciplines.
- Reducing by one year the amount of specified experience required performing the duties of a Special Investigator I in the open MQ pattern of DLC I for entry into the examination. The Special Investigator I (Range B) and the DLC I are journey level classifications with substantially the same salary and duties. Therefore, experience of one year as a Special Investigator I in range B is sufficient and appropriate for entry into the DLC I examination.
- Reducing by two years the amount of general experience required in the open MQ pattern of DLC I for entry into the examination. In the judgment of program administrators, the type of experience is more important than the length of such experience in determining who gets to compete in the examination, and the current amount of experience required of outside competitors is beyond what is logically necessary to be admitted to the examination. The Job Analysis conducted for DLC I in December 2004 specifically identifies important knowledge, skills and abilities (KSAs) determined to be essential to perform satisfactorily in this classification. Possession of these specific KSAs are more critical and relevant to the DLC I work than the length of work experience a candidate brings into the classification. This change also reduces the amount of experience required for those applicants substituting additional experience for college-level education.
- Eliminating the need for experience in the practice of law in addition to graduation from law school. The knowledge of law acquired through completion of the requirements for a law degree is sufficient to perform the work assigned incumbents in the class of Deputy Labor Commissioner I.
- Finally, editorial changes are proposed to assist in the application review process for classes in the series.

B. CLASSIFICATION CONSIDERATIONS

PROBATIONARY PERIOD X 12 Months

11. If a probationary period other than six months is proposed, what is the rationale?

Deputy Labor Commissioner I, Deputy Labor Commissioner III, Deputy Labor Commissioner IV, and Assistant Chief currently require a probationary period of 12 months. The Deputy Labor Commissioner II currently requires a probationary period of 6 months. No change is being proposed in probationary periods.

STATUS CONSIDERATIONS (see additional information in Part D).

12. What is the impact on current incumbents?

There is no impact on current incumbents.

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

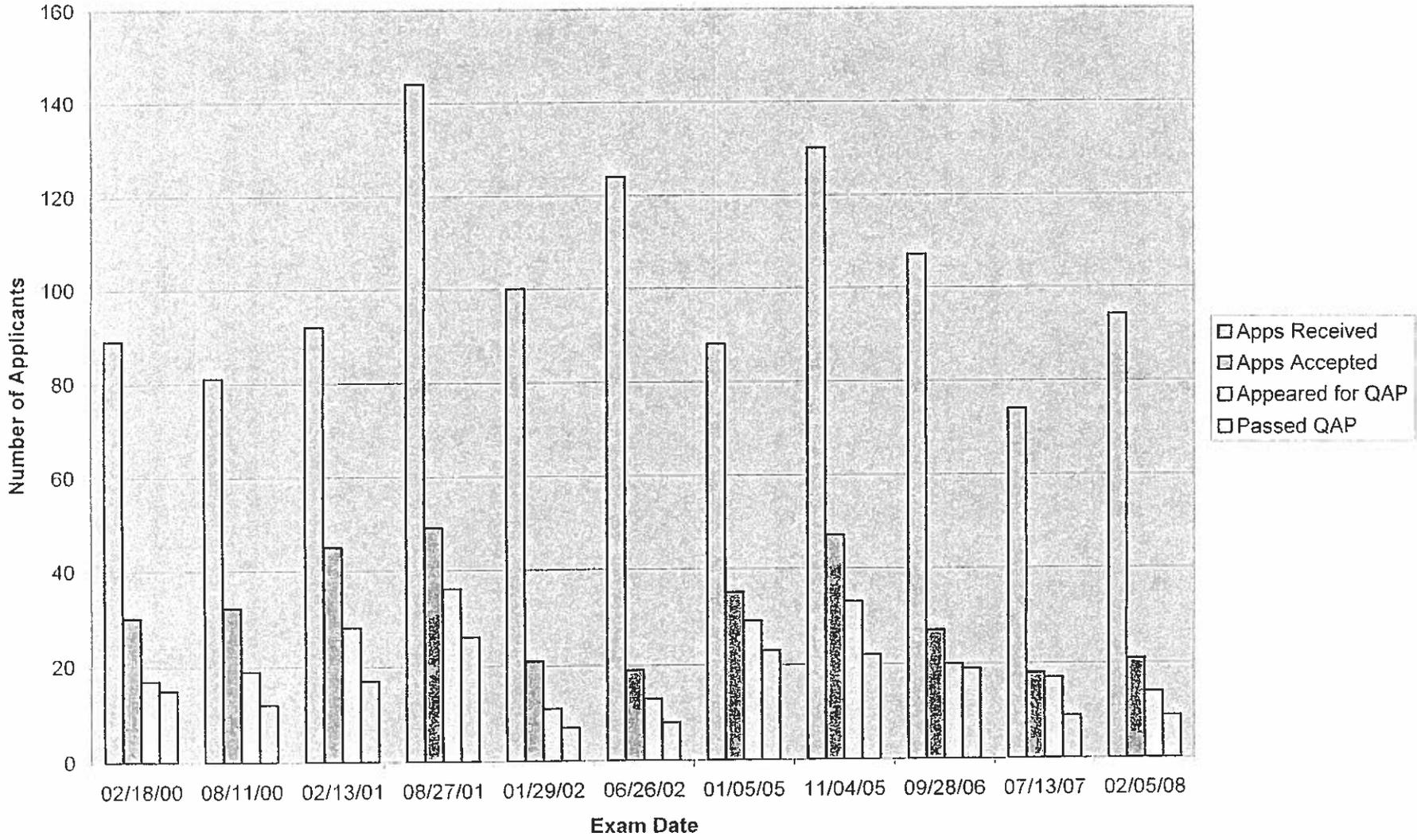
Not applicable.

CONSULTED WITH

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

Warren Schwegel, Consultant, Cooperative Personnel Services, in 2000.

Hiring Report Data Deputy Labor Commissioner I



Hiring Report Data				
Deputy Labor Commissioner I				
Exam Date	Apps Received	Apps Accepted	Appeared for QAP	Passed QAP
02/18/00	89	30	17	15
08/11/00	81	32	19	12
02/13/01	92	45	28	17
08/27/01	144	49	36	26
01/29/02	100	21	11	7
06/26/02	124	19	13	8
01/05/05	88	35	29	23
11/04/05	130	47	33	22
09/28/06	107	27	20	19
07/13/07	74	18	17	9
02/05/08	94	21	14	9
TOTALS	1123	344	237	167

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

LABOR STANDARDS ENFORCEMENT

Series Specification

(Established January 19, 1977)

SCOPE

This series specification describes five classes in the specialized field of labor standards enforcement.

Schem Code	Class Code	Class
WQ20	9502	Deputy Labor Commissioner I
WQ22	9536	Deputy Labor Commissioner II
WQ15	9504	Deputy Labor Commissioner III
WQ10	9499	Deputy Labor Commissioner IV
WQ04	9538	Assistant Chief, Division of Labor Standards Enforcement

DEFINITION OF SERIES

Classes in this series are involved in the administration and enforcement of the orders of the Industrial Welfare Commission and State labor laws not specifically under the jurisdiction of other governmental authorities.

~~Note: The Labor Standards Investigator class also performs labor standards enforcement duties. This is a Peace Officer class.~~

DEFINITION OF LEVELS

DEPUTY LABOR COMMISSIONER I

Holds investigatory hearings, examines witnesses, takes affidavits, collects other evidence, makes and directs investigations to determine the extent of compliance with, and to resolve disputes arising under State labor laws and Industrial Welfare Commission orders; assesses and collects civil penalties, or initiates civil or criminal action; files various court actions and legal documents; meets with employers and employees and their representatives to advise them of, and to secure compliance with, requirements; inspects places of employment and employers' records to determine the extent of compliance with the provisions of the Labor Code and Orders of the Industrial Welfare Commission. This is the professional journey level.

DEPUTY LABOR COMMISSIONER II

In addition to the above, holds hearings on CAL/OSHA discrimination complaints, or appeals from citations assessing civil penalties for violations of child labor laws, and on claims for wages and benefits; makes decisions deemed to be final orders of the Labor Commissioner that are entered as judgments in Superior Court; may act as Deputy in Charge of a small office.

DEPUTY LABOR COMMISSIONER III

In addition to the duties described above, plans, organizes, directs and coordinates the work of a district office; may administer a special statewide program of the division; participates in selection and training of staff; makes equitable case load assignments; evaluates staff performance and takes or recommends appropriate action; interprets and applies divisional administrative policies; determines the need for, recommends and justifies new positions, additional equipment and space requirements. This is the first full supervisory level.

DEPUTY LABOR COMMISSIONER IV

In addition to the duties described above, plans, organizes and directs the work of a group of district offices in a major geographical area; or may work directly under the Chief or Assistant Chief in the performance of a special statewide assignment; interprets and applies division administrative policies and coordinates and evaluates area activities to insure uniform application of those policies; provides direction and consultation to subordinate staff in the handling of difficult and sensitive cases; responsible for selection and training of personnel; evaluates performance and tasks or recommends appropriate action. This is the second supervisory level.

ASSISTANT CHIEF, DIVISION OF LABOR STANDARDS ENFORCEMENT

Assists in the administration of the work of the division by planning and directing the staff services and technical support functions of the division; evaluates program needs; assists the Chief in the evaluation, development and implementation of program policies and procedures in relation to Industrial Welfare Orders; assists in the analysis of proposed legislation and advises the Chief of the need for or the effect of proposed legislation on the program of the division; may act for the Chief in the latter's absence or as directed.

MINIMUM QUALIFICATIONS

ALL LEVELS:

Education Requirement: The following education is required when general experience is used to qualify at any level:

Education: Equivalent to graduation from college, preferably with emphasis in economics, industrial relations, agribusiness, sociology or other social sciences or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Either I

Experience must have been in the California state service.

Or II

General Experience Requirement: Experience must have been acquired in one or a combination of the following types of ~~labor relations~~ work, one year of which must have been within the last ~~five~~ **ten** years:

1. Industrial relations management, labor relations, or reconciling grievances; or
2. Negotiation or preparation of labor agreements, or interpretation and settlement of grievances arising under labor agreements **including conciliation, mediation, or arbitration of disputes**; or
3. Professional level work in the investigation and/or settlement of complaints regarding violation of State or Federal ~~labor~~ laws or regulations.

DEPUTY LABOR COMMISSIONER I

Either I

Experience: One year of experience in the California state service performing the duties of an Industrial Relations Representative, Range C; or

~~Two years~~ **One year** of experience in the California state service performing the duties of a ~~Senior~~ Special Investigator I

Or II

Experience: ~~Three years~~ **One year** of the above-described general experience.

Or III

~~Experience~~ **Education:** ~~Two years of experience in the practices of law, including one year with specialization in labor law and active membership in The State Bar of California.~~ **Graduation from law school.**

DEPUTY LABOR COMMISSIONER II

Either I

Experience: One year of experience in the California state service performing the duties of the class of Deputy Labor Commissioner I or Labor Standards Investigator/**Senior Special Investigator.**

Or II

Experience: Four years of the above-described general experience.

DEPUTY LABOR COMMISSIONER III

Either I

Experience: One year of experience in the California state service performing the duties of the class of Deputy Labor Commissioner II; or

Two years of experience in the California state service performing the duties of the class of Deputy Labor Commissioner I, or Labor Standards Investigator/**Senior Special Investigator.**

Or II

Experience: Four years of the above-described general experience, at least one of which shall have been in a supervisory capacity.

DEPUTY LABOR COMMISSIONER IV

Either I

Experience: One year of experience in the California state service performing the duties of the class of Deputy Labor Commissioner III; or

Two years of experience in the California state service performing the duties of the class of Deputy Labor Commissioner II: or

Three years of experience in the California state service performing the duties of a class of Deputy Labor Commissioner I or Labor Standards Investigator/**Senior Special Investigator**.

Or II

Experience: Five years of the above-described general experience, at least one of which shall have been in a supervisory capacity.

ASSISTANT CHIEF, DIVISION OF LABOR STANDARDS ENFORCEMENT

Either I

Experience: One year of experience in the California state service performing the duties of Deputy Labor Commissioner IV: or

Two years of experience in the California state service performing the duties of the class of Deputy Labor Commissioner III; or

Three years of experience in the California state service performing the duties of the class of Deputy Labor Commissioner II.

Or II

Experience: Five years of broad and extensive general experience of the type described above, three years of which shall have been in an administrative or supervisory capacity.

KNOWLEDGE AND ABILITIES

DEPUTY LABOR COMMISSIONER I

Knowledge of: State and related Federal labor laws; orders of the Industrial Welfare Commission; principles, practices, and terminology of labor relations work; purposes, organizations and trends of employee and employer organizations; terminology used in various occupations; labor and employment conditions and trends in California; industrial occupations and their requirements and employment procedures; the law of contracts as it applies to the field of labor relations; court procedure and rules of evidence.

Ability to: Interpret and apply State and related Federal labor laws, and orders of the Industrial Welfare Commission; analyze testimony and other types of evidence and draw correct conclusions; hold investigatory hearings and resolve disputes; deal tactfully, effectively, and impartially with employers; conduct difficult and involved investigations of alleged violations of labor laws and Industrial Welfare Commission orders; deal with law enforcement problems tactfully but effectively; analyze situations accurately and take effective action; analyze data; speak and write effectively.

DEPUTY LABOR COMMISSIONER II

Knowledge of: All of the above, and principles and theories of administrative law and judicial review of administrative actions; legal terms and forms in common use.

Ability to: All of the above, and make accurate summaries of evidence, prepare reasons for decisions, orders, or awards, and make findings based on such facts; conduct fair and impartial hearings in a manner that will obtain all pertinent evidence and win the confidence and respect of the parties; direct the work of a small office.

DEPUTY LABOR COMMISSIONER III

Knowledge of: All of the above, and **programs**, policies and procedures of the Division of Labor Standards Enforcement and the Department of Industrial Relations; principles of personnel management, training and supervision; ~~the Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program, and the processes available to meet affirmative action objectives~~ **and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.**

Ability to: All of the above, and plan, organize, direct and coordinate the work of others; interpret and apply established policies and procedures of the Division of Labor Standards Enforcement and the Department of Industrial Relations ~~effectively contribute to the Department's affirmative action objectives ;~~ **and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.**

DEPUTY LABOR COMMISSIONER IV

Knowledge of: All of the above, and programs of the Division of Labor Standards Enforcement and the Department of Industrial Relations; principles and practices of public administration; ~~a manager's role in the Affirmative Action Program, and the processes available to meet affirmative action objectives~~ **manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.**

Ability to: All of the above, and plan and administer field or headquarters elements of an enforcement program.

ASSISTANT CHIEF, DIVISION OF LABOR STANDARDS ENFORCEMENT

Knowledge of: All of the above, and budget preparation and control; administrative survey techniques and their application; fundamentals of report preparation on data processing equipment.

Ability to: All of the above, and develop and administer a division-wide program-oriented management information system; evaluate program needs; evaluate, develop and implement program policies and procedures of the Division of Labor Standards Enforcement and the Department of Industrial Relations; prepare and edit public information and education material; establish and maintain effective and cooperative relations with those contacted in the course of the work; develop and implement creative and unique methods and procedures for improved management; ~~effectively contribute to the Commission's affirmative action objectives~~ **promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.**

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

A sympathetic understanding of labor problems; sound judgment; reliability; impartiality; tact; firmness; patience; neat personal appearance; willingness to travel and work irregular hours.

CLASS HISTORY

Class	Date Established	Date Revised	Title Changed
Deputy Labor Commissioner I	1931	7/7/86	1/19/77
Deputy Labor Commissioner II	1/19/77	7/7/86	--
Deputy Labor Commissioner III	1/10/69	7/7/86	1/19/77
Deputy Labor Commissioner IV	1931	7/7/86	1/19/77
Assistant Chief, Division of Labor Standards Enforcement	1/19/77	7/7/86	--

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASSIFICATION AND COMPENSATION DIVISION

1515 "S" STREET, NORTH BUILDING, SUITE 400

SACRAMENTO, CA 95814-7243



DATE: November 18, 2008

TO: STATE PERSONNEL BOARD

FROM: Dave Rechs, Staff Personnel Program Analyst
Classification and Compensation Division

REVIEWED BY: Belinda Collins, Chief
Classification and Compensation Division

SUBJECT: Abolishment of Vacant Civil Service Classes

SUMMARY OF ISSUES:

In the interest of maintaining the State's overall classification plan, the Department of Personnel Administration and State Personnel Board propose to abolish the following thirteen vacant classifications. These classes have gone unused for more than twenty-four months, and their future use is not anticipated. Since some of these classifications are part of a series, we have included the class specification in the board item.

CONSULTED WITH:

Denise Masuhara, State Personnel Board
Frank Marr, Department of Personnel Administration

All pertinent exclusive representatives have been noticed regarding this proposed class abolishment and there have been no objections.

RECOMMENDATIONS:

That effective November 18, 2008, the below civil service classes listed in this calendar be abolished.

Title	Class Code
State Park Peace Officer Supervisor IV (Lifeguard)	1044
Area Supervisor I, Office Machine Repair Service	6811
Area Supervisor II, Office Machine Repair Service	6942
Program Administrator, Office Machine Repair Service	6903
Patient Benefit and Insurance Officer IV	8664
Senior Signal and Train Control Inspector	3948
Senior Small Business Officer	5494

Health Planning Manager I	4665
Chief, Health and Safety, Department of Health	3915
Deputy Director, Health Programs, C.E.A.	7611
Assistant Program Chief, Administrative, Department of Health Services	8349
Supervising Transportation Rate Expert	4519
Budget Officer, Department of Water Resources	4550

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

STATE PARK PEACE OFFICER (LIFEGUARD)
Series Specification
(Established January 9, 1979)

SCOPE

This series specification describes ~~six~~ five classes in the Department of Parks and Recreation that are used to perform a wide variety of aquatic services at State ocean and inland beaches, underwater parks, and recreation areas.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
BS42	1916	State Park Peace Officer Cadet (Lifeguard)
BS40	0992	State Park Peace Officer (Lifeguard)
BS30	0991	State Park Peace Officer Supervisor I (Lifeguard)
BS25	0988	State Park Peace Officer Supervisor II (Lifeguard)
BS22	1045	State Park Peace Officer Supervisor III (Lifeguard)
BS20	1044	State Park Peace Officer Supervisor IV (Lifeguard)

DEFINITION OF SERIES

The State Park Peace Officer (Lifeguard) series describes professional positions involved in the law enforcement and visitor services functions of the State park system. Incumbents work primarily in field areas of the State park system and Off-Highway Motor Vehicle Recreation Division located throughout the State. Park units include State parks, reserves, recreational areas, beaches, wayside campgrounds, and underwater parks.

TYPICAL TASKS

Positions in the State Park Peace Officer (Lifeguard) series perform professional and technical duties in State park units, involving the operation, interpretation, resource protection/management, patrol, safety and law enforcement, assist with program management, and may supervise and/or lead seasonal and lower level permanent staff. They Incumbents may also perform staff functions of comparable difficulty and responsibility in an academy training assignment. Rotation in assignment between visitor services and instructor positions is planned experience for the State Park Peace Officer (Lifeguard) series development.

Incumbents are trained and designated as sworn State park peace officers whose authority extends statewide (on or off duty). ~~They~~ Incumbents perform patrol duties primarily by vehicle, boat, and foot patrol; issue citations; write reports; make physical arrests for misdemeanors, felonies, and warrants; conduct criminal and administrative investigations; take command in emergencies; perform search and rescue activities, including detecting and rescuing persons or vessels in distress; assist in wildland and structural fire suppression; provide emergency medical aid; may also perform traffic control and radio dispatching; operate, inspect, and perform maintenance on emergency rescue equipment, vehicles, and vessels; train personnel in all phases of life-saving activities and operation and maintenance of emergency rescue equipment; and may do other related work.

Incumbents may perform scuba diving; ocean, surf, river, and lake rescue; ~~and~~ may perform in specialized assignments which include cliff rescue; off-road vehicle and motorcycle patrol; or canine team handler.

Incumbents are required to use protective equipment which includes handguns, shotguns, batons, mace, and handcuffs. ~~They~~ Incumbents are regularly trained and tested in physical defensive tactics and firearms use.

ENTRY LEVEL

Entry in the State Park Peace Officer (Lifeguard) series is typically in the class of State Park Peace Officer Cadet (Lifeguard). Entry into the State Park Peace Officer (Lifeguard) class is typically at the Range A level. Possession of the criteria described in Alternate Range Criteria, Range B, in this specification permits entry at the State Park Peace Officer (Lifeguard), Range B, level.

FACTORS AFFECTING POSITION ALLOCATION

Level, variety, and complexity of work; nature and sensitivity of public contact; supervision exercised and received; scope of administrative and management responsibility; latitude for independent judgment and action; responsibility for decision; extent of geographic responsibility; program control and influence on methods and program direction.

DEFINITION OF LEVELS

STATE PARK PEACE OFFICER CADET (LIFEGUARD)

This is the entry and training level class for this series. Incumbents under close supervision will learn the duties of a Lifeguard by participating in basic law enforcement, public contact and visitor services, interpretation, and resource management training programs. Incumbents who do not successfully complete the Department's Basic Visitor Services Training Program will be ineligible for movement to the class of Lifeguard.

STATE PARK PEACE OFFICER (LIFEGUARD)

This is the journey level in the series. Under supervision, incumbents perform duties in the visitor services function in park districts which include law enforcement, aquatic/public safety, administration, interpretation, and resource protection/management; and may serve as leadpersons.

STATE PARK PEACE OFFICER SUPERVISOR I (LIFEGUARD)

This is the first full supervisory level in the series. Under general supervision, incumbents may perform the duties of Lifeguard and, in addition, supervise lower level permanent and seasonal staff in a visitor services program in a less complex district, geographical sector, or satellite unit; may act in the absence of the District Superintendent or Chief Ranger; and do other related work.

STATE PARK PEACE OFFICER SUPERVISOR II (LIFEGUARD)

This is the second supervisory level for this series. Under direction, incumbents plan and direct visitor services or aquatic programs in the visitor services functions. Primary responsibilities include aquatic safety services, safety and enforcement, patrol, administrative services, interpretation, resource protection/management, and visitor facility operations in a designated aquatic district. Incumbents may also serve as sector, satellite, or visitor services supervisors.

STATE PARK PEACE OFFICER SUPERVISOR III (LIFEGUARD)

Under direction, incumbents serve as Chief Lifeguard planning and directing the visitor services function or aquatic services program for large districts where aquatic services and beach operation are the main program elements.

~~STATE PARK PEACE OFFICER SUPERVISOR IV (LIFEGUARD)~~

~~Under direction, incumbents serve as an Assistant District Superintendent and Chief State Park Peace Officer (Lifeguard) planning and directing the visitor services function or aquatic services program for major districts where aquatic services and beach operation are the main program elements.~~

MINIMUM QUALIFICATIONS

ALL LEVELS:

The following is part of the minimum qualifications for all classes in the series.

Possession of a valid California driver's license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted to the examination but they must produce evidence of the license before they can be considered eligible for appointment.)

ALL LEVELS EXCEPT STATE PARK PEACE OFFICER CADET (LIFEGUARD)

Graduation from a Peace Officer Standards and Training (POST) basic course academy.

and

Education: Successful completion of two years (60 semester units) of study from a state accredited college or university including a minimum of 21 semester units satisfying the General Education Curriculum standards as identified for colleges and universities accredited by the Western Association of Colleges and Universities. Courses which meet this requirement include: Natural/Social Sciences, Language, Humanities, and Mathematics.

ALL LEVELS EXCEPT STATE PARK PEACE OFFICER CADET (LIFEGUARD) AND STATE PARK PEACE OFFICER (LIFEGUARD) (RANGE A)

Possession of a Peace Officer Standards and Training (POST) Regular Basic Certificate.

and

Possession of a Department of Parks and Recreation Lifeguard Training Certificate.

ALL LEVELS EXCEPT STATE PARK PEACE OFFICER CADET (LIFEGUARD), AND
STATE PARK PEACE OFFICER SUPERVISOR III (LIFEGUARD), ~~AND STATE PARK~~
~~PEACE OFFICER SUPERVISOR IV (LIFEGUARD)~~

Possession of (1) a valid Red Cross Advanced First-Aid Certificate or First Responder Certificate (EMSA approved) and (2) either a valid Red Cross or American Heart Association Cardiopulmonary Resuscitation (CPR) Certificate. (An approved Department of Health Emergency Medical Technician Certificate may be substituted for both of the required certificates.)

STATE PARK PEACE OFFICER CADET (LIFEGUARD)

Six months of experience performing the duties of a lifeguard in other than swimming pools.

and

Education: Successful completion of two years (60 semester units) of study from a state accredited college or university including a minimum of 21 semester units satisfying the General Education Curriculum standards as identified for colleges and universities accredited by the Western Association of Colleges and Universities. Courses which meet this requirement include: Natural/Social Sciences, Language, Humanities, and Mathematics. (Students in their second year of college may apply, but they must satisfactorily complete their second year of college before they can be appointed.)

STATE PARK PEACE OFFICER (LIFEGUARD)

Successful completion (within the last three years) of the Department of Parks and Recreation's basic visitor services, resource management, interpretation, and park operations training program as a State Park Peace Officer Cadet (Lifeguard).

STATE PARK PEACE OFFICER SUPERVISOR I (LIFEGUARD)

Either I

Two years of experience in the California state service performing the duties of a State Park Peace Officer (Lifeguard), Range B, or State Park Peace Officer (Ranger), Range B.

Or II

Experience: Three years of experience in the management, administration, or visitor service of a park or public recreational area. [Experience in the California state service applied toward this requirement must include two years in a class equivalent in level of responsibility to a State Park Peace Officer (Lifeguard), Range B.]

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

STATE PARK PEACE OFFICER SUPERVISOR II (LIFEGUARD)

Either I

Equivalent to one year of experience in the California state service performing the duties of a State Park Peace Officer Supervisor I (Lifeguard) or State Park Peace Officer Supervisor (Ranger).

Or II

Experience: Four years of experience in the management, administration, or visitor service of a park or public recreational area, including at least two years in a supervisory capacity. [Experience in the California state service applied toward this requirement must include one year in a class equivalent in level of responsibility to a State Park Peace Officer Supervisor I (Lifeguard).]

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

STATE PARK PEACE OFFICER SUPERVISOR III (LIFEGUARD)

Either I

One year of experience in the California state service performing the duties of a State Park Peace Officer Supervisor II (Lifeguard) or State Park Superintendent I.

Or II

Two years of experience in the California state service performing the duties of a State Park Peace Officer Supervisor I (Lifeguard) or State Park Peace Officer Supervisor (Ranger).

Or III

Experience: Five years of experience in the management, administration, or visitor service of a park or public recreational area, including at least three years in a supervisory capacity. [Experience in the California state service applied toward this requirement must include one year in a class equivalent in level of responsibility to a State Park Peace Officer Supervisor II (Lifeguard) or two years in a class equivalent in level of responsibility to a State Park Peace Officer Supervisor I (Lifeguard).]

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

~~STATE PARK PEACE OFFICER SUPERVISOR IV (LIFEGUARD)~~

Either I

~~One year of experience in the California state service performing the duties of a State Park Peace Officer Supervisor III (Lifeguard) or State Park Superintendent II.~~

Or II

~~Two years of experience in the California state service performing the duties of a State Park Peace Officer Supervisor II (Lifeguard) or State Park Superintendent I.~~

Or III

~~Experience: Broad and extensive (more than five years) experience in the management, administration, or visitor service of a park or public recreational area, including at least four years in a supervisory capacity. [Experience in the California state service applied toward this requirement must include one year in a class equivalent in level of responsibility to a State Park Peace Officer Supervisor III (Lifeguard) or two years in a class equivalent in level of responsibility to a State Park Peace Officer Supervisor II (Lifeguard).]~~

and

~~Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year for year basis.)~~

KNOWLEDGE AND ABILITIES

STATE PARK PEACE OFFICER CADET (LIFEGUARD)

Knowledge of: Basic principles of dealing with the public; basic mathematics as required in accounting for funds; basic grammar and spelling as required in preparing reports and records; general resource management and protection; principle recreational areas of the State of California; and surf, ocean, lake, and river swimming, bathing, and boating hazards.

Ability to: Swim at a level sufficient to perform lifesaving activities; follow written and oral instructions; learn the principles and practices used in the conservation and interpretation of natural resources; learn to use tools and equipment used on the job; work safely; learn to deal tactfully with individuals and groups; apply theory to practical situations; interpret and apply rules and instructions; ~~write and speak~~ communicate effectively; analyze situations accurately and adopt an effective course of action; perform duties which require physical strength and agility; and learn law enforcement rules, regulations, and procedures as a State park peace officer, including arrests and the use of firearms.

STATE PARK PEACE OFFICER (LIFEGUARD)

Knowledge of: All of the above, and principles and practices involved in operating, interpreting, and protecting State park districts; purposes, organization, policies, procedures, and rules of the Department of Parks and Recreation; methods and materials used in preparing and interpreting natural science displays and exhibits; techniques and procedures used in law enforcement; methods of conducting search and rescue; advanced emergency first aid procedures; and first aid and rescue equipment use and maintenance.

Ability to: All of the above, and plan, organize, and direct the work of others; carry out programs in accordance with plans and specifications; establish and maintain cooperative relations with public groups and organizations; and lead and train seasonal staff.

- STATE PARK PEACE OFFICER SUPERVISOR I (LIFEGUARD)
- STATE PARK PEACE OFFICER SUPERVISOR II (LIFEGUARD)
- STATE PARK PEACE OFFICER SUPERVISOR III (LIFEGUARD)
- ~~STATE PARK PEACE OFFICER SUPERVISOR IV (LIFEGUARD)~~

Knowledge of: All of the above, and basic principles of supervision, personnel management, and business and public administration; State administrative procedures; the full range of aquatic services; the Department's ~~Affirmative Action Program~~ Equal Employment Opportunity objectives; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: All of the above, and supervise or assist with the visitor service operation of State park districts; organize, coordinate, and plan programs for operations, interpretation, safety and enforcement, and resource management and protection in park districts; analyze situations and take effective action; establish and maintain cooperative relations with the public and with representatives in other jurisdictions; coordinate mutual aid operations with other agencies; plan and implement in-service training and write effectively; work with community organizations and public officials; assist with the development of effective operating programs to protect visitors and the resources of the State park system; participate in aquatic-oriented public relations and information programs; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination.

AGE REQUIREMENT

ALL LEVELS:

Minimum age for appointment to a peace officer class: 18 years.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Aptitude and demonstrated interest in park and recreation work, philosophy, and principles; willingness to wear the prescribed uniform and conform to departmental personal appearance standards; willingness to work at various locations throughout the State; willingness to work on Saturdays, Sundays, and holidays and at odd or irregular hours; willingness to perform law enforcement duties; satisfactory record as a law-abiding citizen; aptitude for interpretive and public relations work; emotional maturity sufficient to assume the responsibility of protecting lives of others; dependability; punctuality; tact and diplomacy; poise and self-confidence; sensitivity to needs and attitudes of others; and neatness and courtesy.

SPECIAL PHYSICAL REQUIREMENTS

STATE PARK PEACE OFFICER CADET (LIFEGUARD)

A best-corrected visual acuity of 20/20 or better in each eye. An uncorrected visual acuity of 20/40 or better in each eye. A peripheral visual field of at least 120 degrees horizontally and 100 degrees vertically in each eye. Normal color vision, as determined by Ishihara or other color plate tests.

ALL LEVELS:

Physical strength, endurance, and agility; mentally alert; physically sound; hearing in each ear sufficient to perform the essential functions of the job; and ability to swim at a level to perform lifesaving activities.

ALL LEVELS EXCEPT STATE PARK PEACE OFFICER SUPERVISOR III (LIFEGUARD)
~~AND STATE PARK PEACE OFFICER SUPERVISOR IV (LIFEGUARD)~~

Pass a swimming/running performance test as determined by the Department prior to appointment.

DRUG TESTING REQUIREMENT

Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

SPECIAL REQUIREMENTS

ALL LEVELS:

Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class.

Existing law requires that a thorough background investigation be completed on or prior to appointment date. Persons unsuccessful in the investigation cannot be appointed as a peace officer.

Existing law provides that physical and psychological suitability examinations be completed on or prior to appointment date. Persons who are not successful in these examinations cannot be appointed as a peace officer.

Existing law provides that a reading and writing ability examination consisting of an entry-level test battery or equivalent as determined by POST must be completed on or prior to appointment. Persons who are not successful in this examination cannot be appointed as a peace officer.

Existing law provides that a candidate for a peace officer position be fingerprinted for search of local, State and national fingerprint files to disclose any criminal record.

CITIZENSHIP REQUIREMENT

Existing law provides that persons in the classes in the State Park Peace Officer (Lifeguard) series be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship.

ADDITIONAL DESIRABLE QUALIFICATIONS

STATE PARK PEACE OFFICER CADET (LIFEGUARD)

Paid or volunteer experience in law enforcement, or in the operation, protection, and interpretation of a public recreational area.

~~STATE PARK PEACE OFFICER SUPERVISOR III (LIFEGUARD) AND STATE PARK PEACE OFFICER SUPERVISOR IV (LIFEGUARD)~~

Possession of (1) a valid Red Cross Advanced First-Aid Certificate or First Responder Certificate (EMSA approved) and (2) either a valid Red Cross or American Heart Association Cardiopulmonary Resuscitation (CPR) Certificate. (An approved Department of Health Emergency Medical Technician Certificate may be substituted for both of the required certificates.)

ALL LEVELS:

Bachelor of Arts/Science degree with specialization in Park Administration, Natural Sciences, Social Sciences, Law Enforcement, Business, or closely related subjects.

Possession of a valid instructor certificate for: Advanced First Aid, First Responder (EMSA approved), Basic First Aid, and/or Cardiopulmonary Resuscitation (CPR) - from the American Red Cross or American Heart Association.

Completion and certification as an Emergency Medical Technician - Level I or II.

ALTERNATE RANGE CRITERIA

This criteria will be used to allocate incumbents to Alternate Range A or Range B.

Range A. This range shall apply to persons who do not meet the criteria for payment in Range B.

Range B. This range shall apply to persons who have satisfactorily completed the equivalent of 12 months of Range A experience.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
State Park Peace Officer Cadet (Lifeguard)	4/8/86	10/9/07	10/9/07
State Park Peace Officer (Lifeguard)	7/7/60	10/9/07	10/9/07
State Park Peace Officer Supervisor I (Lifeguard)	3/17/50	10/9/07	10/9/07

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
State Park Peace Officer Supervisor II (Lifeguard)	7/14/71	10/9/07	10/9/07
State Park Peace Officer Supervisor III (Lifeguard)	4/5/83	10/9/07	10/9/07
State Park Peace Officer Supervisor IV (Lifeguard)	6/4/91	10/9/07	10/9/07

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

OFFICE MACHINE SERVICE TECHNICIAN
Series Specification
(Established September 4, 1974)

SCOPE

This series specification describes ~~six~~ three classes used in the Department of General Services for positions primarily concerned with the servicing of office machines and equipment at State facilities throughout California.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
QH80	6785	Office Machine Service Technician Trainee
QH78	6782	Office Machine Service Technician
QH76	6797	Office Machine Service Technician (Electronic)
QH72	6811	Area Supervisor I, Office Machine Repair Service
QH70	6942	Area Supervisor II, Office Machine Repair Service
QH68	6903	Program Administrator, Office Machine Repair Service

DEFINITION OF SERIES

The Office Machine Service Technician series of classes describes work involving the cleaning, adjusting, oiling, repairing, and rebuilding of mechanical, electro-mechanical, and electronic office machines and equipment such as: computers and peripheral equipment including monitors, printers, file servers, and data storage devices, photocopiers, word processors, electro-mechanical typewriters, electronic typewriters, facsimile machines, electronic calculators, spirit duplicators, dictating equipment, and numbering machines.

FACTORS AFFECTING POSITION ALLOCATION

Supervision received, variety and complexity of office machines and equipment, latitude for independent judgment and action, responsibility for decisions, and geographic responsibility area, ~~degree of administrative ability.~~

DEFINITION OF LEVELS

OFFICE MACHINE SERVICE TECHNICIAN TRAINEE

This is the entry level of the series. Under close supervision,

Office Machine Service Technician Trainees learn office machines maintenance techniques and procedures, and assist higher level technicians in cleaning, servicing, and repairing mechanical, electro-mechanical and electronic office machines and equipment; and after a period of training, they perform the routine cleaning and servicing of simple electronic office machines and equipment.

OFFICE MACHINE SERVICE TECHNICIAN

This is the full journey level. Office Machine Service Technicians perform the maintenance, repair, and rebuilding of mechanical, electro-mechanical, and electronic office machines and equipment, including computers and peripheral equipment such as monitors, printers, file servers, data storage devices, and electronic typewriters, word processors, and facsimile machines.

OFFICE MACHINE SERVICE TECHNICIAN (ELECTRONIC)

This is the advanced journey level in the series. Incumbents perform the maintenance, repair, or rebuilding of the most complex mechanical, electro-mechanical, and electronic office machines and equipment. At this level incumbents will perform duties on equipment which incorporates electronic circuitry such as computers and peripheral equipment including monitors, printers, file servers, and data storage devices, involving the repair of equipment and circuit boards at the component level, photocopiers, word processors, electronic typewriters, dictation equipment, and electronic calculators, and facsimile machines at least 50% of the time.

~~AREA SUPERVISOR I, OFFICE MACHINE REPAIR SERVICE~~

~~This is the first supervisory level in this series. Incumbents in this class assist an Office Machine Service Supervisor in the planning, organizing and directing of office machine services of an area shop.~~

~~AREA SUPERVISOR II, OFFICE MACHINE REPAIR SERVICE~~

~~This is the second supervisory level over an area shop. An area shop is defined as a shop in a specific geographic location with at least two subshops. Incumbents plan, organize and direct the office machine services in an area shop, and oversee the operations of area subshops.~~

~~PROGRAM ADMINISTRATOR, OFFICE MACHINE REPAIR SERVICE~~

~~This is the administrative level in this series. Under general~~

~~direction, plans, organizes, directs and coordinates the activities of the Office Machine Repair Services in the Department of General Services.~~

MINIMUM QUALIFICATIONS

ALL LEVELS:

Possession of a Class C driver license valid for the operation of any two-axle single-motor vehicle. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.

OFFICE MACHINE SERVICE TECHNICIAN TRAINEE

Either I

Successful completion of a formal governmentally-funded office machine maintenance and repair experience training program. (Persons within three months of completing their training program will be permitted to compete in the examination, but will not be eligible for appointment until successful completion of their training program.)

Or II

Experience: One year of experience in work requiring the maintenance of electro-mechanical and electronic office machines and equipment.

OFFICE MACHINE SERVICE TECHNICIAN

Either I

One year of experience performing the duties of an Office Machine Service Technician Trainee in the California state service.

Or II

Experience: Two years of experience in the maintenance and repair or rebuilding of mechanical, electro-mechanical, and electronic office machines and equipment including computers and peripheral equipment such as monitors, printers, file servers, and data storage devices, electronic typewriters and word processors, at least six months of which shall have been on electronic equipment. (Experience in the California state service applied toward this pattern must include one year of experience performing the duties of a class comparable in level of responsibility to an Office Machine Service Technician Trainee.)

OFFICE MACHINE SERVICE TECHNICIAN (ELECTRONIC)

Either I

Six months of experience performing the duties of an Office Machine Service Technician in the California state service.

and
Successful completion of a recognized course in electronics which includes AC-DC and semiconductor theory.

Or II

Experience: Three years of experience in the maintenance and repair of the more complex electro-mechanical and electronic office equipment, at least one year of which must have been in the maintenance and repair of office equipment, which incorporates electronic circuitry, such as computers and peripheral devices including monitors, printers, file servers and data storage devices, photocopying equipment, electronic typewriters, word processing equipment, electronic calculators, and dictation equipment requiring the use of testing devices such as oscilloscope, multimeter, and diagnostic test equipment for calibration and the repair of equipment and circuit boards at the component level. (Experience in the California state service applied toward the pattern must include six months of experience performing duties of a class comparable in level of responsibility to an Office Machine Service Technician.)

and

Successful completion of a recognized course in electronics which includes AC-DC and semiconductor theory.

~~AREA SUPERVISOR I, OFFICE MACHINE REPAIR SERVICE~~

~~Either I~~

~~In the California state service, two years of experience performing the duties of an Office Machine Service Technician, Range B or Office Machine Service Technician (Electronic).~~

~~Or II~~

~~Experience: Four years of experience in the maintenance and repair of electro-mechanical and electronic office equipment, at least one year of which shall have been in a supervisory capacity. [Experience in California state service applied toward this pattern must include two years' experience comparable to Office Machine Service Technician, Range B or Office Machine Service Technician (Electronic).]~~

~~AREA SUPERVISOR II, OFFICE MACHINE REPAIR SERVICE~~

~~Either I~~

~~In the California state service, one year of experience performing the duties of an Area Supervisor I, Office Machine Repair Service, or three years of experience performing the duties of an Office Machine Service Technician, Range B or Office Machine Service Technician (Electronic).~~

~~Or II~~

~~Experience: Five years of experience in the maintenance and repair of electro-mechanical and electronic office equipment, at least two years of which shall have been in a supervisory capacity. (Experience in California state service applied toward this pattern must include one~~

~~year of experience performing the duties of a class comparable in level of responsibility to Area Supervisor I, Office Machine Repair Service.)~~

~~PROGRAM ADMINISTRATOR, OFFICE MACHINE REPAIR SERVICE~~

~~Either I~~

~~One year of experience performing the duties of a level of responsibility equivalent to an Area Supervisor II, Office Machine Repair Service.~~

~~Or II~~

~~Two years of experience performing the duties of an Area Supervisor I, Office Machine Repair Service, in the California state service.~~

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Ability to: Promote and be accountable for customer satisfaction and quality service. Initiate or recommend changes that promote innovative solutions to meet customer needs.

OFFICE MACHINE SERVICE TECHNICIAN TRAINEE

Knowledge of: Mechanical, electro-mechanical, and electronic functions; and basic tools and equipment used in maintaining and repairing office machines and equipment.

Ability to: Read and write English at a level required for successful job performance, do basic arithmetic, follow directions, and learn and progress in the knowledge required for Office Machine Service Technician classes.

OFFICE MACHINE SERVICE TECHNICIAN

Knowledge of: Methods, materials, and equipment used in the maintenance, repair, construction, and operation of mechanical, electronic and electrical office machines and equipment.

Ability to: Read and write English at a level required for successful job performance, determine and make needed repairs and adjustment to various mechanical, electronic and electrical office machines and equipment including electronic typewriters, word processors and computers, and peripheral equipment such as monitors, printers, file servers, and data storage devices; read, interpret, and work from plans, drawings, and specifications; keep records; and make reports of work done.

OFFICE MACHINE SERVICE TECHNICIAN (ELECTRONIC)

Knowledge of: All of the above, and electronics, including AC-DC and semiconductor theory.

Ability to: All of the above, and use test equipment to calibrate and repair complex electronic office equipment including the repair of equipment and circuit boards at the component level; and accept increasing responsibility.

~~AREA SUPERVISOR I, OFFICE MACHINE REPAIR SERVICE~~

~~Knowledge of: All of the above, and methods, materials and equipment used in the repair and maintenance of office machines; functions, theory and operation of various office machines including computers and related equipment; diagnosing and repairing and adjusting various types of office machines including computers and related equipment; principles of effective supervision; the Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.~~

~~Ability to: Communicate effectively; train subordinates; conduct formal and informal training; read, interpret and work from plans, drawings and specifications; work cooperatively with persons contacted in the course of work; supervise effectively; effectively contribute to the Department's affirmative action objectives.~~

~~AREA SUPERVISOR II, OFFICE MACHINE REPAIR SERVICE~~

~~Knowledge of: All of the above, and principles of supervision and training, office organization and principles including storekeeping and property accounting, knowledge of purchasing and contract principles, and basic electronics.~~

~~Ability to: All of the above, and estimate future needs and costs of equipment, supplies and services; accept increased responsibility; and supervise effectively.~~

~~PROGRAM ADMINISTRATOR, OFFICE MACHINE REPAIR SERVICE~~

~~Knowledge of: All of the above, and general management principles, practices, and problems including those relating to organization, planning and work control; and State administrative, budget and personnel procedures.~~

~~Ability to: All of the above, and direct the activities of the Office Machine Repair Service of the Department of General Services; prepare budgetary data.~~

SPECIAL REQUIREMENT

ALL LEVELS:

All levels require a high degree of mechanical ability.

DESIRABLE QUALIFICATIONS

ALL LEVELS:

Education equivalent to graduation from high school, a good driving record, and the willingness to drive a State car to State facilities.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Office Machine Service Technician Trainee	4/26/62	11/16/94	2/21/84
Office Machine Service Technician	2/21/84	11/16/94	--
Office Machine Service Technician (Electronic)	2/21/84	11/16/94	--
Area Supervisor I, Office Machine Repair Service	2/21/84	11/16/94	12/17/91
Area Supervisor II, Office Machine Repair Service	2/21/84	11/16/94	12/17/91
Program Administrator, Office Machine Repair Service	2/21/84	11/16/94	--

ccd/sks

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

PATIENT BENEFIT AND INSURANCE OFFICER
Series Specification
(Established July 26, 1972)

SCOPE

This series specification describes ~~five~~ four Patient Benefit and Insurance classes in the California state service which perform patient affairs management services.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
VM86	8662	Patient Benefit and Insurance Officer I
VM83	8666	Patient Benefit and Insurance Officer II (Specialist)
VM80	8660	Patient Benefit and Insurance Officer II (Supervisor)
VM76	8665	Patient Benefit and Insurance Officer III
VM73	8664	Patient Benefit and Insurance Officer IV

DEFINITION OF SERIES

Patient Benefit and Insurance Officers work in the Department of Developmental Services headquarters or regional offices of the Patient Benefit and Accounts Branch or in Developmental Services and Mental Health State hospitals and the Veteran's Home. Incumbents at all levels are concerned with meeting the legal obligations of the Departments to: locate, protect, and conserve patient assets; discover and obtain insurance and other benefits for patients; review guardianship inventories, appraisement, and accounting to insure the protection of patient interests; implement departmental policy to encourage the expansion of insurance and other resources to meet the costs of psychiatric treatment; maintain fiscal responsibility and accountability for Medicare and Medi-Cal Programs as they relate to the State Mental Health Program; establish uniform fees for mental health services and collection policies and procedures for the Department of Developmental Services and Community Mental Health Programs; and establish, adjust, compromise, or cancel charges for patient care and collect revenue due the State for patient treatment.

FACTORS AFFECTING POSITION ALLOCATIONS

Level of difficulty, variety, and complexity of assigned duties; independence of action and decision; and supervision received and degree of supervision exercised serve as differentiating factors between classes.

DEFINITION OF LEVELS

PATIENT BENEFIT AND INSURANCE OFFICER I

This is the journey person level for this series. Under direct supervision, incumbents work with a patient caseload in either a hospital, regional office, or headquarters. Duties include: investigating the financial status of patients and responsible relatives; locating, protecting, and conserving assets of patients; locating and obtaining benefits and other resources on behalf of patients; and establishing, adjusting, compromising, cancelling, or collecting charges for patient treatment.

PATIENT BENEFIT AND INSURANCE OFFICER II (SPECIALIST)

This is the advanced journey person level in this series. In headquarters, incumbents have regional or functional responsibility for a major portion of a statewide program.

PATIENT BENEFIT AND INSURANCE OFFICER II (SUPERVISOR)

This is the first supervisory level in this series. In a hospital, regional office, or headquarters, incumbents supervise employees responsible for a patient caseload.

PATIENT BENEFIT AND INSURANCE OFFICER III

This is the Program Manager level. Incumbents are responsible for a significant statewide program or may supervise a group of employees in the next lower classes.

~~PATIENT BENEFIT AND INSURANCE OFFICER IV~~

~~This is the Bureau Chief level in this series. Incumbents have statewide administrative responsibility for a major organizational segment covering a broad program area.~~

MINIMUM QUALIFICATIONS

PATIENT BENEFIT AND INSURANCE OFFICER I

Either I

One year of responsible administrative experience in the California state service performing duties that include locating, protecting, and

managing patients' assets; investigating financial status of patients and responsible relatives; determining charges; and filing claims for benefits on behalf of patients.

Or II

Two years of full-time experience as a trust officer or assistant trust officer for a bank or savings and loan association, or as a credit manager or assistant credit manager for a finance company, bank loan department, credit association, business concern, or credit union.

(Education in a college level Business Administration curriculum may be substituted for up to one year of the required experience on the basis of one year of education being equivalent to six months of qualifying experience. The equivalent of six semester units of this education must be in accounting and three semester units must be in business law.)

Or III

Three years of full-time responsible managerial experience with primary responsibility in the extension and adjustment of credit; collection of accounts and notes receivable, with an active volume of at least 1,000 accounts.

(Education in a college level Business Administration curriculum may be substituted for up to one year of the required experience on the basis of one year of education being equivalent to six months of qualifying experience. The equivalent of six semester units of this education must be in accounting and three semester units must be in business law.)

PATIENT BENEFIT AND INSURANCE OFFICER II (SPECIALIST)

One year of experience performing the duties of a Patient Benefit and Insurance Officer I in the California state service.

PATIENT BENEFIT AND INSURANCE OFFICER II (SUPERVISOR)

One year of experience performing the duties of a Patient Benefit and Insurance Officer I in the California state service.

PATIENT BENEFIT AND INSURANCE OFFICER III

Either I

Two years of experience in the California state service performing the duties of a Patient Benefit and Insurance Officer I.

Or II

One year of experience in the California state service performing the duties of a Patient Benefit and Insurance Officer II (Supervisor) or (Specialist).

Or III

One year of experience in the California state service performing duties involving the analysis and application of complex Federal and State laws, rules, and regulations pertaining to State administered insurance programs or performing work in reimbursement, revenue, or tax compliance programs. This experience must be in a class at a level of responsibility of not less than that of a Patient Benefit and Insurance Officer II (Supervisor) or (Specialist).

~~PATIENT BENEFIT AND INSURANCE OFFICER IV~~

~~Either I~~

~~Two years of experience in California state service performing the duties of a Patient Benefit and Insurance Officer II (Supervisor) or (Specialist).~~

~~Or II~~

~~One year of experience in California state service performing the duties of a Patient Benefit and Insurance Officer III.~~

~~Or III~~

~~One year of experience in California state service in a supervisory or staff capacity with the responsibility for a statewide insurance, reimbursement, revenue or tax compliance program. This experience must be in a class at a level of responsibility of not less than Patient Benefit and Insurance Officer III.~~

ADDITIONAL DESIRABLE QUALIFICATIONS

PATIENT BENEFIT AND INSURANCE OFFICER I

Education equivalent to graduation from high school.

KNOWLEDGE AND ABILITIES

PATIENT BENEFIT AND INSURANCE OFFICER I

Knowledge of: Credit and adjustment principles and procedures; investigation and interviewing techniques; legal procedure required to enforce payment of accounts; principles of property management, accounting, financial record keeping, and commercial law; laws governing probate, divorce, annulment, community property, homestead, liens, and conveyance of real property; Health and Welfare Programs, guardianships, trusts, veterans benefits, unemployment and disability insurance, fraternal order insurance programs, disability income programs, comprehensive liability insurance and automobile medical reimbursement insurances, Federal Old Age and Survivors' Insurance, workers' compensation, hospitalization insurance, retirement plans, prepaid medical care plans, health and life insurance contracts,

Medicare and Medi-Cal insurance, and veterans care benefits, provisions of the Welfare and Institutions Code relating to patients' benefits and insurance; and basic medical terminology.

Ability to: Read and write English at a level required for successful job performance; apply to specific situations the provisions of the Welfare and Institutions Code relating to patients' benefits and insurance; understand and interpret legal and other documents; conduct informal conferences; negotiate equitable programs for payment of charges and settlement of claims; locate assets, ascertain sources of income, appraise the financial condition of debtors, and make practical appraisals of real property; give advice and information to interested persons and agencies and develop and maintain friendly and cooperative relations; analyze situations accurately and adopt effective courses of action; handle extensive correspondence and prepare clear and comprehensive reports; and ~~speak and write~~ communicate effectively.

PATIENT BENEFIT AND INSURANCE OFFICER II (SPECIALIST)

Knowledge of: All of the above, and functions and responsibilities of the Patient Benefit and Accounts Branch; procedures followed in administrative hearings and in the lower courts; provisions of the Insurance Code, California Unemployment Insurance Code, Labor Code, Probate Code, Civil Code, and Code of Civil Procedure relating to functions of the Patient Benefit and Accounts Branch.

Ability to: All of the above, and evaluate investigation reports and case records; invoke waiver of premium provision in life and health insurance contracts on behalf of entitled patients; prepare cases for legal action; conduct conferences on complex and controversial matters; interpret the provisions of disability, auto, comprehensive, liability, indemnity, and industrial insurance policies; and determine liability for claims; determine legal costs, and prosecute for payment.

PATIENT BENEFIT AND INSURANCE OFFICER II (SUPERVISOR)

Knowledge of: All of the above, and principles of effective training and supervision; ~~the Department's Affirmative Action Program objectives; a supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives~~ a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: All of the above, and plan and direct the work of others; ~~and effectively contribute to the Department's affirmative action objectives~~ promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

PATIENT BENEFIT AND INSURANCE OFFICER III

Knowledge of: All of the above, and services and benefits available to Medicare and Medi-Cal beneficiaries from private resources and agencies; public and private agencies involved in the total Medicare and Medi-Cal Programs; ~~and~~ rules and regulations and administrative procedures by which such programs are administered; ~~Department's Affirmative Action objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives~~ and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: All of the above, and interpret and apply to specific cases the provisions of the Probate Code, Civil Code, and Code of Civil Procedure relating to patients' benefits and insurance; direct training programs and the work of a technical staff; analyze and evaluate difficult and technical laws, rules, and regulations in the health benefit fields; formulate and implement programs and procedures for improving the reporting and claims procedures for Medicare benefits; plan, organize, and coordinate the work of others and train them in new procedures; work independently in identifying the need for the development of proposed procedures and changes in operating practices and policies; ~~effectively contribute to the Department's affirmative action objectives and promote equal opportunity in~~ employment and maintain a work environment that is free of discrimination and harassment.

~~PATIENT BENEFIT AND INSURANCE OFFICER IV~~

~~Knowledge of:~~ All of the above, and ~~accounting system and budgeting procedures of the Patient Benefit and Accounts Branch; laws relating to health insurance; current trends in mental hygiene, public health and public welfare service; principles of public administrative and personnel management; Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.~~

~~Ability to:~~ All of the above, and ~~organize and conduct conferences and negotiate contracts; initiate and develop potential legislation; work with personnel in mental health professions and cooperate with~~

~~other department personnel to insure coordination; enlist the support of community groups and the cooperation of insurance companies; effectively contribute to the Department's affirmative action objectives.~~

SPECIAL PERSONAL CHARACTERISTICS

PATIENT BENEFIT AND INSURANCE OFFICER I
 PATIENT BENEFIT AND INSURANCE OFFICER II (SPECIALIST)
 PATIENT BENEFIT AND INSURANCE OFFICER II (SUPERVISOR)
 PATIENT BENEFIT AND INSURANCE OFFICER III

Willingness to work irregular hours and in various locations throughout the State; willingness to travel throughout the State; tact; and neat personal appearance.

~~PATIENT BENEFIT AND INSURANCE OFFICER IV~~

~~All of the above, and demonstrated administrative and leadership ability.~~

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Patient Benefit and Insurance Officer I	4/5/72	4/13/78	7/26/72
Patient Benefit and Insurance Officer II (Specialist)	7/26/72	6/3/86	6/3/86
Patient Benefit and Insurance Officer II (Supervisor)	6/3/86	--	--
Patient Benefit and Insurance Officer III	7/26/72	5/9/89	--
Patient Benefit and Insurance Officer IV	7/26/72	5/9/89	—

Ccd/sks

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

SIGNAL AND TRAIN CONTROL INSPECTOR
Series Specification
(Established March 16, 1993)

SCOPE

This series specification describes ~~three~~ two classes of signal and train control inspectors who are responsible for the development, adoption, and implementation of signaling safety operating standards and maintenance procedures for railroad signal control systems. Incumbents in this series perform or are responsible for staff who perform difficult field audits for railroad compliance with the California Public Utilities Commission and Federal Signaling Safety Standards; conduct studies of signaling failure mode and effects analysis; enforce signaling safety regulations of railroads; conduct investigations of railroad accidents; prepare detailed technical reports and exhibits relating to railroad signaling; represent the State or the Commission as assigned; and do other related work.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
IH53	3946	Assistant Signal and Train Control Inspector
IH43	3947	Associate Signal and Train Control Inspector
IH29	3948	Senior Signal and Train Control Inspector

ENTRY LEVEL

Entry into this series is typically from comparable professional levels outside State service.

DEFINITION OF LEVELS

ASSISTANT SIGNAL AND TRAIN CONTROL INSPECTOR

This is the entry, developmental, and working level class. Under supervision, incumbents perform the more elementary and less responsible signal and train control related activities. Incumbents assist in performing inspections, audits, and studies relating to railway signaling; develop and maintain railway safety records; and assist in the preparation of technical reports. Positions may be permanently assigned to this level when the major functions of the position do not include the more varied, responsible, independent, and difficult assignments found in the full journey level of the Associate Signal and Train Control Inspector.

ASSOCIATE SIGNAL AND TRAIN CONTROL INSPECTOR

This is the journey person level for this series. Under general direction, incumbents independently perform inspections, audits, and studies relating to railway signaling; initiate and conduct informal negotiations with the management of carriers and public agencies; perform surveys to determine railroad systems compliance with State and Federal Signaling Safety Standards; identify equipment and procedural deficiencies posing occupational health and safety hazards; conduct incident and accident investigations; perform field surveys and tests of technical operating methods, equipment, and general order compliance; perform difficult field audits for carrier compliance with clearance and walkway requirements with special emphasis on signal equipment placement; attend formal boards of inquiry into the cause of unusual accidents, question witnesses, analyze transcripts, prepare and review reports, make recommendations, and negotiate for preventive practices; make difficult signaling equipment inspections; assist in planning, organizing, and directing the work of the staff; confer with departmental personnel regarding policies and programs; and represent the Commission at conferences with representatives of private and public agencies.

~~SENIOR SIGNAL AND TRAIN CONTROL INSPECTOR~~

~~This is the working supervisory level. Under general direction, plans, organizes and is responsible for railway track signaling work in the Operations and Safety Section. Incumbents supervise a small group of Assistant and Associate Signal and Train Control Inspectors; perform the most difficult field audits and signaling equipment inspections; conduct most complex signaling failure mode and effects analysis; represent the Safety Division or the Department in negotiations with management of carriers and public agencies; and serve as expert witness in proceedings before the Commission and the courts.~~

MINIMUM QUALIFICATIONS

ASSISTANT SIGNAL AND TRAIN CONTROL INSPECTOR

Certification: Successful completion of a Federal Railroad Administration (FRA) approved apprentice program resulting in certification of expertise in signal and train control inspection by the FRA. (Applicants who are in the process of securing their certification from the FRA will be admitted to the examination but must obtain their certification before they can be considered eligible for appointment.)

and

Either I

Two years as a certified State and/or Federal Signal and Train Control Inspector.

Or II

Three years of progressively responsible work experience in railroad signaling construction and maintenance at a level of responsibility equivalent to a Signal Maintainer on a Class I, Regional or Commuter Railroad.

(A Bachelor's Degree in Electrical Engineering may be substituted for two years of experience.)

ASSOCIATE SIGNAL AND TRAIN CONTROL INSPECTOR

Certification: Successful completion of a Federal Railroad Administration (FRA) approved apprentice program resulting in certification of expertise in signal and train control inspection by the FRA. (Applicants who are in the process of securing their certification from the FRA will be admitted to the examination but must obtain their certification before they can be considered eligible for appointment.)

and

Either I

One year of experience in the California state service at a level of responsibility equivalent to an Assistant Signal and Train Control Inspector.

Or II

Three years as a certified State and/or Federal Signal and Train Control Inspector or Signal Supervisor; Signal Maintenance Manager; Division, District, or Regional Signal Engineer on a Class I, Regional or Commuter Railroad.

Or III

Four years of experience in railroad signaling construction and maintenance in a position equivalent in level to that of Railroad Signal Supervisor, Manager Signal Maintenance, Division Engineer, or Chief Engineer with a Class I railroad operating under the General Code of Operating Rules.

(A Bachelor's Degree in Electrical Engineering may be substituted for two years of the experience requirement in Patterns II and III.)

~~SENIOR SIGNAL AND TRAIN CONTROL INSPECTOR~~

~~Certification: Successful completion of a Federal Railroad Administration (FRA) approved apprentice program resulting in certification of expertise in signal and train control inspection by the FRA. (Applicants who are in the process of securing their~~

~~certification from the FRA will be admitted to the examination but must obtain their certification before they can be considered eligible for appointment.)~~

~~and~~

~~Either I~~

~~One year of experience in the California state service at a level of responsibility equivalent to an Associate Signal and Train Control Inspector.~~

~~Or II~~

~~Four years as a certified State and/or Federal Signal and Train Control Inspector or Signal Supervisor; Signal Manager; Division, District, or Regional Signal Engineer on a Class I Railroad.~~

~~Or III~~

~~Five years of experience in railroad signaling construction and maintenance in a position equivalent in level to that of Railroad Signal Supervisor, Manager Signal Maintenance, Division Engineer, or Chief Engineer with a Class I railroad operating under the General Code of Operating Rules.~~

~~(A Bachelor's Degree in Electrical Engineering may be substituted for two years of the experience requirement in Patterns II and III.)~~

KNOWLEDGE AND ABILITIES

ASSISTANT SIGNAL AND TRAIN CONTROL INSPECTOR

Knowledge of: Railroad signal inspection, signal maintenance methods, signaling equipment, and general railroad safety.

Ability to: Determine the safety of signaling equipment and the adequacy of maintenance procedures; understand railroad maintenance standards and detect deviation therefrom.

ASSOCIATE SIGNAL AND TRAIN CONTROL INSPECTOR

Knowledge of: Perform all of the above; and the proper corrective action to be taken in order to bring railroad track signals into compliance with State, Commission and Federal Rules, Standards, and instructions governing the installation, inspection, maintenance, and repair of signal and train control systems, devices, and appliances.

Ability to: Perform all of the above; determine adequacy for prescribed speeds in accordance with the provision of the Federal Signaling Safety Standards; conduct investigations of railroad accidents; ~~and~~ write clear and concise reports; and compile and analyze data.

~~SENIOR SIGNAL AND TRAIN CONTROL INSPECTOR~~

~~Knowledge of: All of the above; principles and practices of employee supervision, development and training; program management; formal and informal aspects of the legislative process; the Commission's goals and policies; the Commission's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives; and the Commission's health, safety and labor relations programs.~~

~~Ability to: Perform all of the above; and identify the need for and provide creative solutions to resolve complex signal and train control problems; plan, organize and direct all of the activities of the program; effectively contribute to the Commission's affirmative action objectives.~~

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Assistant Signal and Train Control Inspector	3/16/93	--	--
Associate Signal and Train Control Inspector	3/16/93	--	--
Senior Signal and Train Control Inspector	3/16/93	—	—

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

SMALL BUSINESS OFFICER
Series Specification
(Established December 12, 1973)

SCOPE

This series specification describes the ~~four~~ three professional Small Business Officer classes used in the Department of General Services' Office of Small and Minority Business. Entry is from outside State service or by promotion from the paraprofessional Small Business Assistant series.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
KD20	5722	Junior Small Business Officer
KD15	5721	Assistant Small Business Officer
KD10	5493	Associate Small Business Officer
KD05	5494	Senior Small Business Officer

FACTORS AFFECTING POSITION ALLOCATION

Differentiating factors between levels include supervision received ~~and exercised~~, reporting level, variety and complexity of work, independence of action and decision making, consequence of error, and degree of technical expertise required.

DEFINITION OF SERIES

The Small Business Officer series describes work involving the encouragement of business activities between small, minority, women, and disabled veterans (S/M/W/DV) businesses and the State of California. Employees in the Office of Small and Minority Business are responsible for aiding, counseling, assisting, and protecting, insofar as is possible, the interests of S/M/W/DV businesses in order to preserve free competition and to ensure that a fair proportion of the total purchases and contracts or subcontracts for services, commodities and construction for the State be placed with such businesses.

Work assignments include: developing systems to collect, organize, and distribute data on State purchases; developing State bid and contract procedures; and legislation to implement small business incentives; promoting State procurement and contract activities with S/M/W/DV businesses and trade associations; instructing and assisting S/M/W/DV businesses to comply with State bid and contract procedures; consulting with S/M/W/DV businesses, chambers of commerce, trade

associations, and government agencies; interacting with other State agencies and the Small Business Administration to gain their participation in the State's Small Business Program; and compiling and analyzing statistical information.

DEFINITION OF LEVELS

JUNIOR SMALL BUSINESS OFFICER

This is a developmental class for persons qualified to perform analytical work who are entering technical positions in the State S/M/W/DV businesses procurement and certification programs. Persons at this level perform, under close supervision, the less difficult analytical and consultative duties necessary to carry out the functions of the Office of Small and Minority Business.

Work assignments include assisting in: developing State bidding and contract procedures to implement small business incentives; promoting State procurement and contract activities with S/M/W/DV businesses and trade associations; instructing and assisting S/M/W/DV businesses to comply with State bid and contract procedures; analyzing information to determine solutions to client problems; consulting with and outreaching with S/M/W/DV firms, chambers of commerce, trade associations and government agencies; providing direction and assistance to State agencies in order to increase participation of S/M/W/DV firms; compiling and analyzing statistical information; producing annual reports and correspondence to the Governor and the Legislature; providing resource and assistance to State agencies in implementing the S/M/W/DV programs. Persons at this level perform progressively difficult duties.

ASSISTANT SMALL BUSINESS OFFICER

This is the lower analytical and consultative level of the technical classes. Persons at this level work under general supervision and perform the subjourneyperson level analytical and consultative duties of average difficulty which are necessary to carry out the functions of the Office of Small and Minority Business.

ASSOCIATE SMALL BUSINESS OFFICER

This is the highest working level of the series. Under direction, incumbents perform journeyperson level analytical and consultative duties necessary to carry out the functions of the Office of Small and Minority Business.

~~SENIOR SMALL BUSINESS OFFICER~~

~~Under general direction, serves as chief administrator of the Office of Small and Minority Business in the Department of General Services.~~

MINIMUM QUALIFICATIONS

JUNIOR SMALL BUSINESS OFFICER

Either I

One year of experience in the Department of General Services performing the duties of a Small Business Assistant II.

Or II

Experience: One year of technical work involving the promotion of S/M/W/DV businesses' activities or economic development in a public agency or business association. and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

ASSISTANT SMALL BUSINESS OFFICER

Either I

One year of experience in the Department of General Services performing the duties of a Junior Small Business Officer, Range B.

Or II

Experience: Two years of technical work involving the promotion of S/M/W/DV businesses' activities or economic development in a public agency or business association. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Junior Small Business Officer, Range B). and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the education on a year-for-year basis.)

ASSOCIATE SMALL BUSINESS OFFICER

Either I

One year of experience in the California state service performing the duties of an Assistant Small Business Officer.

Or II

Experience: Three years of technical work involving promotion of S/M/W/DV businesses' activities or economic development in a public agency or business association. (Experience in the California state

service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of an Assistant Small Business Officer). and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

~~SENIOR SMALL BUSINESS OFFICER~~

~~Either I~~

~~Two years in the California state service performing the duties of an Associate Small Business Officer.~~

~~Or II~~

~~One year of California state service performing the duties of a Staff Services Manager I in the Office of Small and Minority Business.~~

~~Or III~~

~~Experience: Five years of progressively responsible experience (including two years in a supervisory capacity) in one or a combination of the following:~~

- ~~1. Analysis of bids and awarding of contracts for services, products, or construction including regular consultation with private and public agencies whose primary purpose is the promotion of S/M/W/DV businesses' activities. (Qualifying experience in the California state service must have included at least two years performing the duties of a class at a level of responsibility not less than that of an Associate Small Business Officer.)~~
- ~~2. Technical or managerial work involving promotion of S/M/W/DV businesses' activities or economic development in a public agency or business organization.~~
- ~~3. Managerial experience in a S/M/W/DV manufacturing or construction business. and~~

~~Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year for year basis.)~~

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Arithmetic, spelling, and grammar.

Ability to: Understand and relate effectively to persons of varied ethnic backgrounds; learn rapidly; follow directions, communicate effectively with other staff and those contacted in the work; acquire work habits such as punctuality, skill, neatness, and dependability.

JUNIOR SMALL BUSINESS OFFICER
ASSISTANT SMALL BUSINESS OFFICER

Knowledge of: In addition to the above, small business administration; Federal, State, local and private agencies involved in developing small business opportunities; principles of public administration.

Ability to: Interpret and apply rules and regulations; gather and analyze data and reason logically and accurately; analyze situations accurately and take effective action; and progressively perform more difficult tasks.

ASSOCIATE SMALL BUSINESS OFFICER

Knowledge of: All of the above.

Ability to: Plan, organize, and direct a program to enhance small business opportunities for participating in State procurements and contract awards; organize, participate in, and lead task forces and ad hoc committee; prepare and supervise preparation of correspondence and reports; make frequent presentation to groups.

~~SENIOR SMALL BUSINESS OFFICER~~

~~Knowledge of: In addition to the above, personnel management and supervision; the Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.~~

~~Ability to: In addition to the above, plan and direct the work of others; effectively contribute to the Department's affirmative action objectives.~~

ADDITIONAL DESIRABLE QUALIFICATIONS

ALL LEVELS:

Neatness, tact, willingness and ability to accept increasing responsibility, both interest in and aptitude for work in the Office of Small and Minority Business, and the capacity for professional development. Knowledge of problems facing S/M/W/DV businesses.

JUNIOR SMALL BUSINESS OFFICER, RANGE A

Completion of 12 or more units in a prescribed core curriculum of college level work.

JUNIOR SMALL BUSINESS OFFICER, RANGE B

Completion of 18 or more units in a prescribed core curriculum of college level work or two years of college.

ASSISTANT SMALL BUSINESS OFFICER

Demonstrated progress and successful performance in the analytical and consultative functions of S/M/W/DV businesses' activities in either (1) the Office of Small and Minority Business or (2) S/M/W/DV businesses' activities or economic development in a public agency or business association.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Junior Small Business Officer	10/1/75	11/3/93	--
Assistant Small Business Officer	10/1/75	11/3/93	--
Associate Small Business Officer	12/12/73	11/3/93	--
Senior Small Business Officer	12/12/73	11/3/93	—

ccd/sks

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

HEALTH PLANNING
Series Specification
(Established June 30, 1976)

SCOPE

This series specification describes classes which perform a variety of tasks related to policy planning and evaluation of health services. Incumbents in the series perform short, intermediate, and long-term planning studies for health services and for financing the delivery of health services. In the course of these planning activities, incumbents coordinate and maintain liaison with Federal, State and local health planning groups, local health planning agencies, department managers and staff, professional organizations, universities, citizens committees, and others participating in regional and statewide health planning studies. Specific tasks include: designs study methodology and application of analytical techniques; collection, analysis and interpretation of data from primary and secondary sources; prepares reports; reviews plans and evaluations prepared in other programs of the department; develops methods of evaluation for cost effectiveness of community programs; evaluates the economic impact of proposed methods and programs of health care service delivery systems; makes presentations to the Legislature, reviews and analyzes proposed legislation, participates or acts as team leader for conferences or task forces on large studies; presents departmental positions before administrative law judges; directs the activities of subordinate staff; and performs other health planning activities as required.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
JW24	4663	Associate Health Planning Analyst
JW28	4666	Health Planning Specialist I
JW26	4648	Health Planning Specialist II
JW22	4665	Health Planning Manager I
JW20	4662	Health Planning Manager II

ENTRY LEVELS

Entry into this series may be from the Health Analyst classification; comparable professional levels both inside and outside State service; and college graduates with specialization in related fields.

FACTORS AFFECTING POSITION ALLOCATION

Variety and complexity of assignments; scope and complexity of health planning responsibility; independence of action; level of decision-making

authority; the incumbent's demonstrable effect on major departmental programs; the degree of originality of techniques employed; the impact of analysis on the health service field; and supervision exercised.

ASSOCIATE HEALTH PLANNING ANALYST

This is the full journey level. Under direction, incumbents perform the more responsible, varied, difficult and complex health planning projects, or serve as a team leader on less complex projects.

The classification of Health Analyst is the recruiting, development and first working level for positions which perform health planning program development work on one or more aspects in a broad range of health program areas.

Positions are permanently allocated to the Health Analyst class when the major portion of the functions inherent in the position does not include the more responsible, varied and difficult assignments found at the full journey person level.

HEALTH PLANNING SPECIALIST I

Positions at this level function as recognized authorities in areas of extreme sensitivity, with ongoing coordinating responsibility over other analysts in a sensitive area of a department's operation, usually on a task force or project basis, or functions as nonsupervisory staff specialists in difficult and sensitive program development, policy, or coordination positions.

HEALTH PLANNING SPECIALIST II

An incumbent in this class functions as a nonsupervisory expert in a position that meets all the following criteria:

- (1) The function to be performed is critical to the department's basic mission;
- (2) The level of expertise required is definably greater than that for any other supervisory position at this level;
- (3) The person proposed for the position has an established reputation in the area of expertise required.

~~HEALTH PLANNING MANAGER I~~

~~This is the working supervisor level. Under general direction, incumbents supervise a small group of Health Planning Analysts performing journey~~

~~level work in planning and designing studies of health services, collecting and analyzing data, preparing reports on health services and programs, and personally perform the most difficult or sensitive work.~~

HEALTH PLANNING MANAGER II

This is the full supervisory level. Under general direction, incumbents plan, organize, and direct the work of a staff conducting comprehensive health planning projects.

MINIMUM QUALIFICATIONS

ALL LEVELS:

The following education is required when the non-California state service experience pattern is used to qualify at any level.

Education: Equivalent to graduation from college. (Supervisory, administrative, or clinical experience in health planning, public health, or health program administration may be substituted for the required education on a year-for-year basis.) (Also one year of graduate study in public or health administration or health may be substituted for six months of the required general experience.)

ASSOCIATE HEALTH PLANNING ANALYST

Either I

One year of experience in the California state service performing duties comparable to those of a Health Analyst, Range C.

Or II

Experience: Three years of increasingly responsible professional experience in the field of health performing technical planning or research duties, at least one year of which must have been in the field of health policy development, design and analysis of health surveys, and writing of the related analytical reports.

HEALTH PLANNING SPECIALIST I

~~HEALTH PLANNING MANAGER I~~

Either I

One year of experience in the California state service performing duties comparable to those of an Associate Health Planning Analyst.

Or II

Experience: Three years of increasingly responsible professional experience in the field of health performing technical planning or research duties, at least two years of which must have included development of health policy, design and formulation of health programs, planning

health services or reviewing health programs.

HEALTH PLANNING SPECIALIST II
HEALTH PLANNING MANAGER II

Either I

One year of experience in the California state service performing duties comparable to a Health Planning Specialist I ~~or a Health Planning Manager I.~~

Or II

Two years of experience in the California state service performing duties comparable to those of an Associate Health Planning Analyst.

Or III

Experience: Four years of increasingly responsible professional experience in the field of health performing technical planning or research duties, at least three years of which must have included development of health policy, design and formulation of health programs, planning health services, or reviewing health programs. (Experience in California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of a Health Planning ~~Manager~~ Specialist I.)

KNOWLEDGE AND ABILITIES

ASSOCIATE HEALTH PLANNING ANALYST

Knowledge of: Health program content; principles, problems, and procedures involved in developing program plans; legislative processes; methods of preparing reports; research techniques; public health and mental health programs and trends.

Ability to: Gather, analyze, and organize data related to program planning; analyze problems of program planning; carry out assignments without detailed instructions; act as liaison; represent the department on interagency committees concerned with health program evaluation and planning; and speak and write effectively.

HEALTH PLANNING SPECIALIST I
HEALTH PLANNING SPECIALIST II

Knowledge of: All of the above, and a good understanding of the department's policies, objectives, and program constraints.

Ability to: All of the above, and independently prepare and complete complex assignments or projects with minimum supervision.

~~HEALTH PLANNING MANAGER I~~

~~Knowledge of: All of the above, and principles and practices of employee supervision, development and training; program management; methods and techniques of effective task force leadership; the department's health programs and policies; department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.~~

~~Ability to: All of the above, and manage a complex health services program or project, establish and maintain project priorities, supervise effectively, utilize interdisciplinary teams effectively in the conduct of studies and effectively utilize all available resources; effectively contribute to the department's affirmative action objectives.~~

HEALTH PLANNING MANAGER II

Knowledge of: All of the above, and principles and procedures involved in developing and evaluating health program plans; principles and practices of employee supervision, development and training; program management; methods and techniques of effective task force leadership; the department's health programs and policies; population, social, economic and staffing trends affecting health services; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment; and principles of personnel management and supervision.

Ability to: All of the above, and design health planning study methodology; manage a complex health services program or project, establish and maintain project priorities, supervise effectively, utilize interdisciplinary teams effectively in the conduct of studies and effectively utilize all available resources; work cooperatively with other State, local and Federal agencies and representatives concerned with health programs and services; organize and direct the collection and analysis of data; establish and maintain effective working relationships; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; and adopt an effective course of action.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Associate Health Planning Analyst	2/6/64	10/21/81	6/30/76
Health Planning Specialist I	12/18/80	10/21/81	6/11/81
Health Planning Specialist II	6/11/81	10/21/81	--
Health Planning Manager I	12/18/80	10/21/81	6/11/81

Health Planning Series

-2-

Health Planning Manager II

3/7/68

10/21/81

6/11/81

ccd/sks